Mountain Plains States Consortium
WIC System Project

DDI DELIVERABLE #07

SA 2 SYSTEM ADMINISTRATION CLINIC SERVICES SCREENS DFDD

(DETAILED FUNCTIONAL DESIGN DOCUMENT)

Presented to:

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Document Revisions

Revision Date	Updated By	Requested By	Description of Revision
8/23/07	CIBER	MPSC	Revision Version
11/30/07	CIBER	MPSC	Final Version
12/21/07	CIBER	MPSC	Updated Final Version

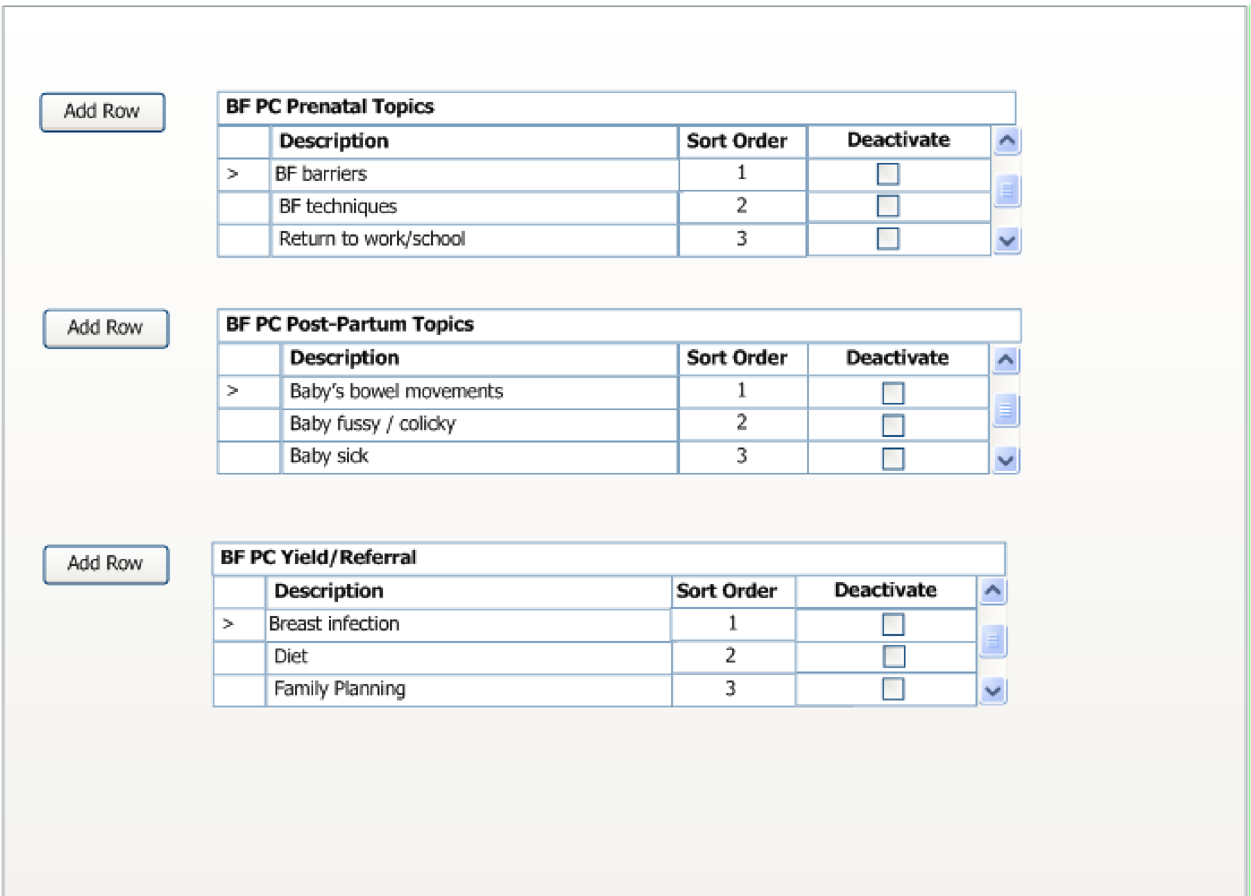
Table of Contents

1 BF PC Documentation Setup

This screen is used to add BF PC Documentation topics. The topics are defined as prenatal, post-partum, or post-partum yield/referral. This is also where the user orders the display of the topics in the various data grids on the BF PC Documentation screen. When topics are no longer needed, they can be deactivated.

BF PC Documentation Setup screen is Pending ESC Approval / Funding.

> Clinic Services Administration > BF PC Documentation Setup



BF PC Prenatal Topics

	Description	Sort Order	Deactivate
>	BF barriers	1	☐
	BF techniques	2	☐
	Return to work/school	3	☐

BF PC Post-Partum Topics

	Description	Sort Order	Deactivate
>	Baby's bowel movements	1	☐
	Baby fussy / colicky	2	☐
	Baby sick	3	☐

BF PC Yield/Referral

	Description	Sort Order	Deactivate
>	Breast infection	1	☐
	Diet	2	☐
	Family Planning	3	☐

Control	Description			
Add Row	Clicking the Add Row button adds a row to the bottom of the BF PC Prenatal Topics data grid.			
	Type	Command Button		
	Hot Key	None		
BF PC Prenatal Topics	The BF PC Prenatal Topics data grid displays all active and deactivated BF PC Prenatal Topics. This is where a user defines the sort order for the topics within the Prenatal group box on the BF PC Documentation screen. All deactivated topics have a check mark indicating this status. This grid is scrollable as needed.			
	Type	Data Grid		
	Display Only	No	**Calculated**	No
BF PC Prenatal Topics - Description	The textual description of the BF PC Prenatal Topics.			
	Type	Text box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	BFPCDocType.Name		
BF PC Prenatal Topics – Sort Order	The sort order of the BF PC Prenatal Topics. This determines the display order of the topics within the appropriate group box. There are multiple columns of topics in the group box. The sort order is left to right top row, left to right next row, etc.			
	Type	Text box		
	Required	Yes		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	BFPCDocType.DisplaySeqNr		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="4">BF PC Prenatal Topics - Deactivate</td><td colspan="4">All topics are assumed active when put into the system. A marked check box indicates that the topic has been deactivated. All active topics are displayed on the BF PC Documentation screen. A user deactivates a topic when they no longer want this topic to display on the BF PC Documentation screen or print out. This value is saved for historical purposes, but does not have system functionality.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPCDocType.Status</td></tr>
<tr><td rowspan="3">Add Row</td><td colspan="4">Clicking the Add Row button adds a row to the bottom of the BF PC Post-Partum Topics data grid.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">None</td></tr>
<tr><td rowspan="3">BF PC Post-Partum Topics</td><td colspan="4">The BF PC Post-Partum Topics data grid displays all active and deactivated BF PC Post-Partum Topics. This is where a user can define the sort order for the topics within the Post-Partum topics group box on the BF PC Documentation screen. All deactivated topics have a check mark indicating this status. This grid is scrollable as needed.</td></tr>
<tr><td>Type</td><td colspan="3">Data Grid</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td rowspan="7">BF PC Post-Partum Topics - Description</td><td colspan="4">The textual description of the BF PC Post-Partum Topics.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">50</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPCDocType.Name</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7">BF PC Post-Partum Topics – Sort Order</td><td colspan="4">The sort order of the BF PC Post-Partum Topics. This determines the display order of the topics within the appropriate group box. These topics are displayed in a single column within the group box on the BF PC Documentation screen. The sort order is top to bottom.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">Integer 2</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPCDocType.DisplaySeqNr</td></tr>
<tr><td rowspan="4">BF PC Post-partum Topics - Deactivate</td><td colspan="4">All topics are assumed active when put into the system. A marked check box indicates that the topic has been deactivated. All active topics are displayed on the BF PC Documentation screen. A user deactivates a topic when they no longer want this topic to display on the BF PC Documentation screen or print out. This value is saved for historical purposes, but does not have system functionality.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPCDocType.Status</td></tr>
<tr><td rowspan="3">Add Row</td><td colspan="4">Clicking the Add Row button adds a row to the bottom of the BF PC Post-Partum Yield/Referral data grid.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">None</td></tr>
<tr><td rowspan="3">BF PC Post-Partum Yield/Referral</td><td colspan="4">The BF PC Post-Partum Yield/Referral data grid displays all active and deactivated BF PC Post-Partum Yield/Referral topics. This is where a user can define the sort order for the topics within the Post-Partum Yield/Referral group box on the BF PC Documentation screen. All deactivated topics have a check mark indicating this status. This grid is scrollable as needed.</td></tr>
<tr><td>Type</td><td colspan="3">Data Grid</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
</table>

Control	Description			
BF PC Post-Partum Yield/Referral - Description	The textual description of the BF PC Post-Partum Yield/Referral Topics.			
	Type	Text box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	BFPCDocType.Name		
BF PC Post-Partum Yield/Referral – Sort Order	The sort order of the BF PC Post-Partum Yield/Referral topics. This determines the display order of the topics within the appropriate group box. These topics are displayed in a single column within the group box on the BF PC Documentation screen. The sort order is top to bottom.			
	Type	Text box		
	Required	No		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	BFPCDocType.DisplaySeqNr		
BF PC Post-Partum Visit Yield/Referral - Deactivate	All topics are assumed active when put into the system. A marked check box indicates that the topic has been deactivated. All active topics are displayed on the BF PC Documentation screen. A user deactivates a topic when they no longer want this topic to display on the BF PC Documentation screen or print out. This value is saved for historical purposes, but does not have system functionality.			
	Type	Checkbox		
	Display Only	Yes	**Calculated**	No
	DB Column	BFPCDocType.Status		

Business Rules
1.

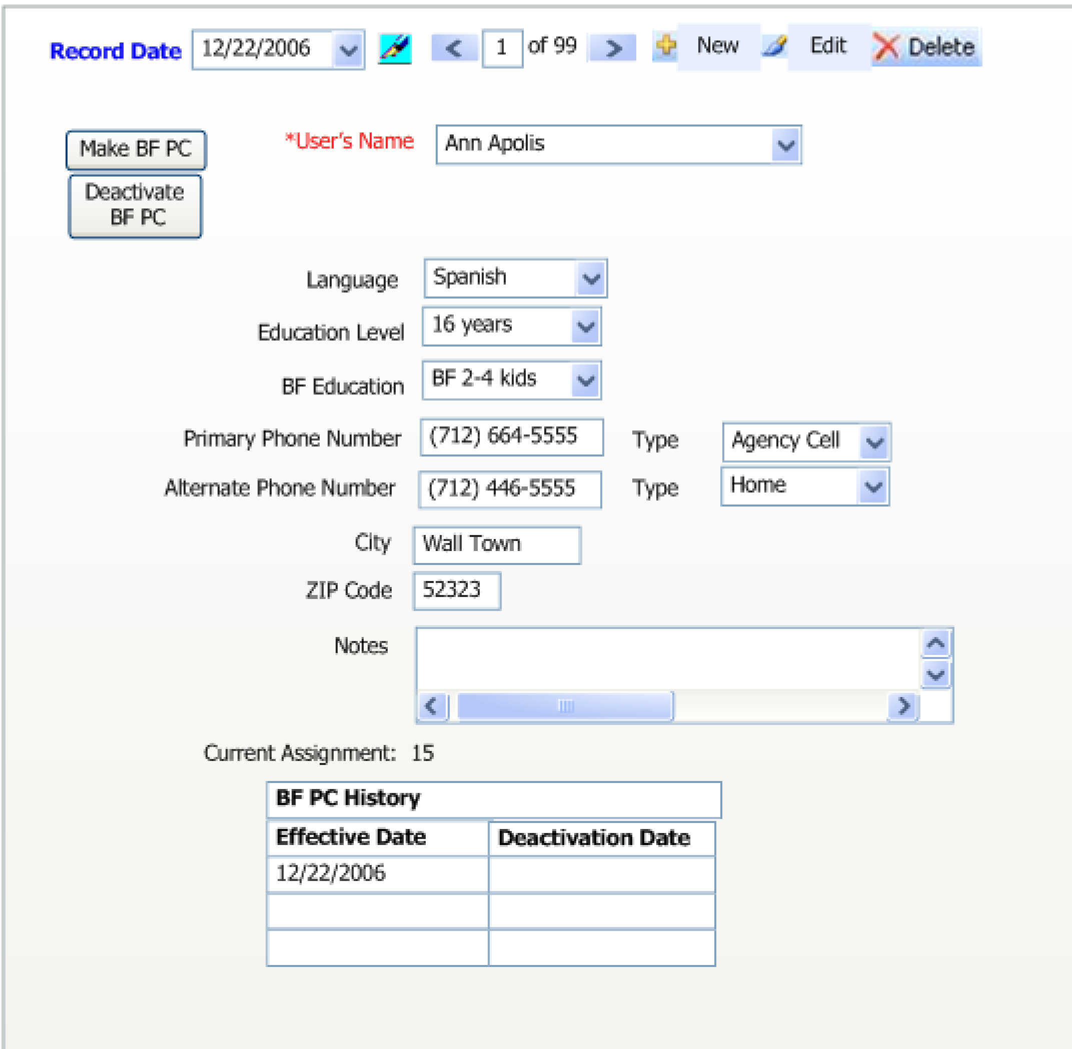
Developer Notes
1.

2 BF PC Setup

This is the screen that peer counselor coordinators use to make a user a breastfeeding peer counselor (BF PC), give additional attributes to a breastfeeding peer counselor, or deactivate a breastfeeding peer counselor. This was not incorporated into the initial user set up because user set up may be done at a different security level than set up of the breastfeeding peer counselors.

The BF PC Setup screen is Pending ESC Approval / Funding.

> Clinic Services Administration > BF PC Setup



Control	Description	
New	Clicking the New button causes all fields on the BF PC Set Up screen to be enabled. The Edit, Delete, Make BF PC, and Close buttons are also enabled.	
	Type	Command Button
	Hot Key	Alt + N
Edit	Clicking the Edit button causes fields to be editable.	
	Type	Command Button
	Hot Key	Alt + T
Delete	Clicking the Delete button causes the selected BF PC Set up record to be deleted.	
	Type	Command Button
	Hot Key	Alt + D
Make BF PC	Clicking the Make BF PC button causes a person to be designated as a Breastfeeding Peer Counselor (BF PC). A row is added to the top of the BF PC History grid and the Effective Date is set to today's date. The Deactivate BF PC button is enabled. After this designation, this BF PC can be selected from Peer Counselor selection lists in the application.	
	Type	Command Button
	Hot Key	Alt + M
Deactivate BF PC	Clicking the Deactivate BF PC button causes a person to not be designated as a BF PC any longer. The Deactivation Date for the current period is set to today's date. This action also removes this BF PC's name from Peer Counselor selection lists. The Make BF PC button is enabled.	
	Type	Command Button
	Hot Key	Alt + I
Record Date	This is the record selector for the BF PC Set up records. It contains the recorded date, which is usually today's date. The drop-down and spin control allow selection of historical BF PC Set up records. When the New button is clicked, this date defaults to today's date.	
	Type	Record Selector (using Date Picker) Non-editable
	Contents	Formatted dates of "mm/dd/yyyy"
	DB Column	BFPeerCounselor.RecordedDt

<table>
<tr><th>Control</th><th colspan="2">Description</th></tr>
<tr><td rowspan="5">User’s Name</td><td colspan="2">The BF PC coordinator can choose to make any of the users that they have security access to a BF PC. A filtered list of user’s names will appear in the list box. This list will include only user’s within security access for the BF PC coordinator.</td></tr>
<tr><td>Type</td><td>List Box</td></tr>
<tr><td>Required</td><td>Yes</td></tr>
<tr><td>DB Column</td><td>BFPeerCounselor.Stfp_ID</td></tr>
<tr><td>Code ID</td><td>StaffPerson table lookup</td></tr>
<tr><td rowspan="5">Language</td><td colspan="2">If the BF PC is fluent in a language other than English, that language is selected.</td></tr>
<tr><td>Type</td><td>List Box</td></tr>
<tr><td>Required</td><td>No</td></tr>
<tr><td>DB Column</td><td>BFPeerCounselor.LanguageCd</td></tr>
<tr><td>Code ID</td><td>Spoken Language
This code element is editable but this installed value is non-editable:
Spanish</td></tr>
<tr><td rowspan="5">Education Level</td><td colspan="2">This is the education level of the BF PC.</td></tr>
<tr><td>Type</td><td>List Box</td></tr>
<tr><td>Required</td><td>No</td></tr>
<tr><td>DB Column</td><td>BFPeerCounselor.EducationLevelCd</td></tr>
<tr><td>Code ID</td><td>Education Level
This code element is editable but this installed value is non-editable:
Unknown</td></tr>
<tr><td rowspan="5">BF Education</td><td colspan="2">This is the BF education that the BF PC has.</td></tr>
<tr><td>Type</td><td>List Box</td></tr>
<tr><td>Required</td><td>No</td></tr>
<tr><td>DB Column</td><td>BFPeerCounselor.BreastfeedingEdCd</td></tr>
<tr><td>Code ID</td><td>Breastfeeding Ed</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="8">Primary Phone Number</td><td colspan="4">The BF PC's 10-digit primary phone number, including area code.
The first field is the area code.
The second field is the phone number. Values cannot be keyed into the phone number field until an area code is keyed into the first field.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">10</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric and Complete, Mask of (999) 999-9999</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPeerCounselor.PrimaryAreaCd +
BFPeerCounselor.PrimaryPhoneNr</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td rowspan="5">Type</td><td colspan="4">This is the type of primary phone.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes, if Primary Phone Number completed</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPeerCounselor.PrimaryPhoneTypeCd</td></tr>
<tr><td>Code ID</td><td colspan="3">Phone Type</td></tr>
<tr><td rowspan="7">Alternate Phone Number</td><td colspan="4">The BF PC's 10-digit alternate phone number, including area code.
The first field is the area code. The second field is the phone number. Values cannot be keyed into the phone number field until an area code is keyed into the first field.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">10</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric and Complete, Mask of (999) 999-9999</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPeerCounselor.AlternateAreaCode +
BFPeerCounselor.AlternatePhoneNr</td></tr>
<tr><td rowspan="5">Type</td><td colspan="4">This is the type of alternate phone.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes, if Alternate Phone Number completed</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPeerCounselor.AlternatePhoneTypeCd</td></tr>
<tr><td>Code ID</td><td colspan="3">Phone Type</td></tr>
</table>

Control	Description			
City	This is the City that corresponds with the ZIP code that was entered. This can be overtyped by the user.			
	Type	Text Box		
	Required	No		
	Length	30		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	BFPeerCounselor.City		
ZIP Code	The 5-digit ZIP Code of the BF PC.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	BFPeerCounselor.ZipCode		
Notes	This is a free-form area for BF PC coordinators to list any additional information about this BF PC that would be helpful.			
	Type	Multi Line Text Box		
	Required	No		
	Display Only	No	**Calculated**	No
	DB Column	BFPeerCounselor.Notes		
Current Assignment	This shows the number of participants that are currently assigned to the BF PC.			
	Type	Text Box		
	Required	NA		
	Length	2		
	Validation	NA		
	Display Only	Yes	**Calculated**	Yes
	DB Column	NA		
BF PC History	This is a historical look at the active periods for the BF PC along with current caseload assignment.			
	Type	Read-Only Data Grid		
	Display	Yes		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="2">Effective Date</td><td colspan="4">This column shows the dates that a user was made a BF PC.</td></tr>
<tr><td>Format</td><td>Formatted date, mm/dd/yyyy</td><td>Calculated</td><td>No</td></tr>
<tr><td rowspan="2">Deactivation Date</td><td colspan="4">This column shows the dates that a user was deactivated from being a BF PC.</td></tr>
<tr><td>Format</td><td>Formatted date, mm/dd/yyyy</td><td>Calculated</td><td>No</td></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the peer counselor record are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">BFPeerCounselor.ModifyStfpID
BFPeerCounselor.ModifyDt</td></tr>
</table>

Business Rules

1. If already an active BF PC, then cannot be made a BF PC again.
2. If deactivated as a clinic user, also deactivate as a BF PC.
3. Display error if participants are assigned to the BF PC and user is trying to deactivate the BF PC.
4. If the system parameter, System.DefaultAreaCode, contains a value, that value is populated into the area code field by default.
5. Current Assignment = Total number of active participants with a BF PC Documentation record assigned to this BF PC that do not yet have a date in the Date Exited BF PC Program field.
6. The Make BF PC button is only enabled in Edit mode.
7. The Deactivate BF PC button is only enabled in Edit mode.

Developer Notes

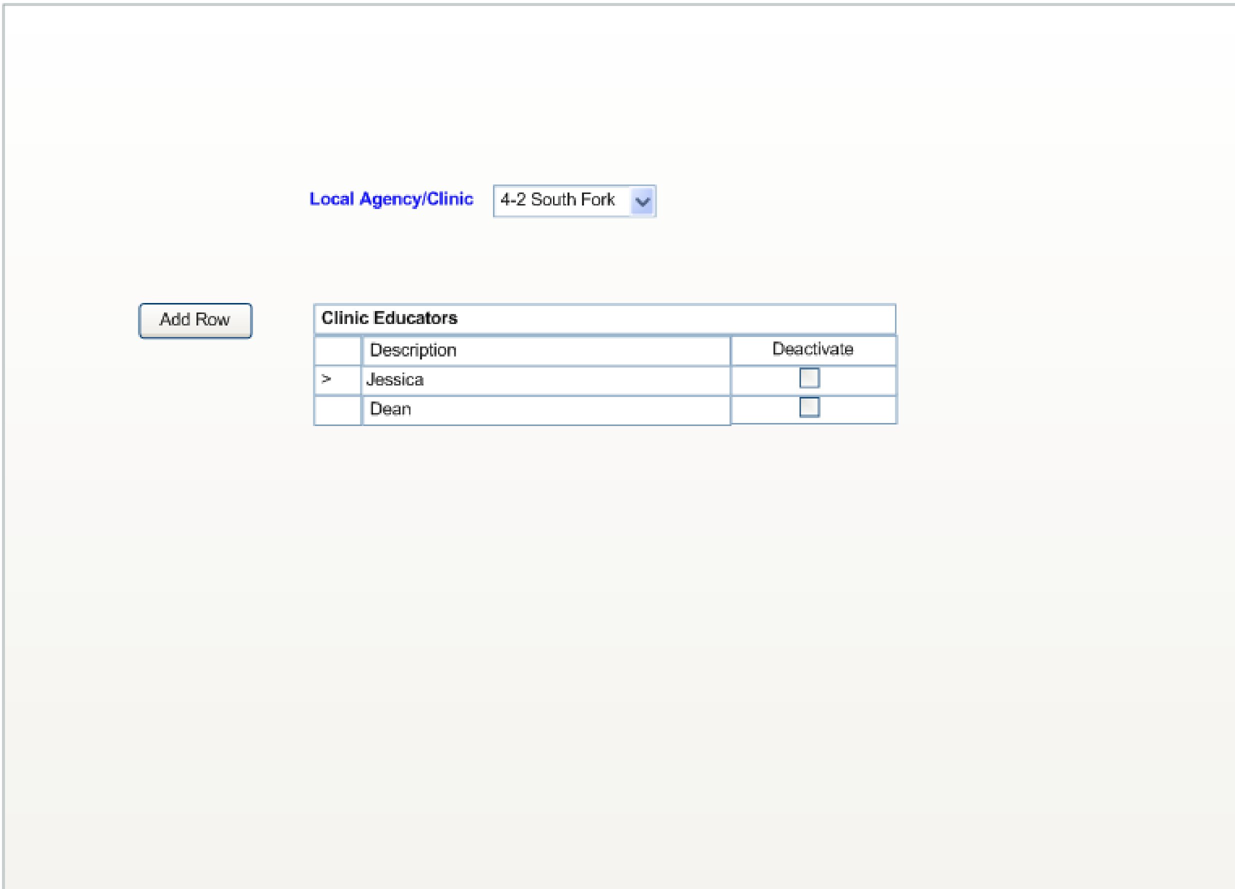
1. BF Peer Counselor table is a subset of the staff person table.
2. From Type field, tab to zip code field and then Notes. This tab order will allow the user to use the automatic zip code database that is incorporated in the data system. When more than one city or county is covered by the entered zip code, a pop-up window presents all cities or counties covered by the zip code for the user to select the appropriate zip code.

System Parameter	Purpose	Format
System.DefaultAreaCode	Provides the statewide area code. This parameter is used if a state has only one area code. If the Default Area Code parameter contains a value, the area code field on every screen which has a family, participant, local agency, clinic, vendor, or referral organization phone number is autopopulated with the Default Area Code value.	Character

3 Clinic Educators

The Clinic Educator screen is used to add, update or deactivate "educators" at each clinic. Families can then be assigned to a clinic educator. The primary purpose of this assignment is for caseload management.

> Clinic Services Administration > Clinic Educators



Control	Description			
Add Row	The Add Row command button creates a new grid row. This row is added to the bottom of the Clinic Educators grid.			
	Type	Command Button		
	Hot Key	Alt + A		
Local Agency/Clinic	The Clinic ID list box lists all active clinics that the user has access to.			
	Type	List Box		
	Required	Yes		
	DB Column	ClinicEducator.Cln_ID		
	Code ID	Clinic table lookup		
Clinic Educators	The Clinic Educators data grid displays all active and deactivated Clinic Educators. All deactivated educators have a check mark indicating this status. This grid is scrollable as needed. Sort grid alphabetically by first character of Clinic Educator Description.			
	Type	Data Grid		
	Display Only	No	**Calculated**	No
Description	The description of the educator that is displayed on the Family screen.			
	Type	Text Box		
	Required	Yes		
	Length	50		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	ClinicEducator.Name		
Deactivate	This indicates whether a clinic educator is active or not.			
	Type	Checkbox		
	DB Column	ClinicEducator.Status		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Most recent of
ClinicEducator.ModifyStfpID +
ClinicEducator.ModifyDt</td></tr>
</table>

Business Rules
1. The display of Clinic Educators on the Family screen is dependent on the system parameter, ClinicServices.Family.DisplayEducator.

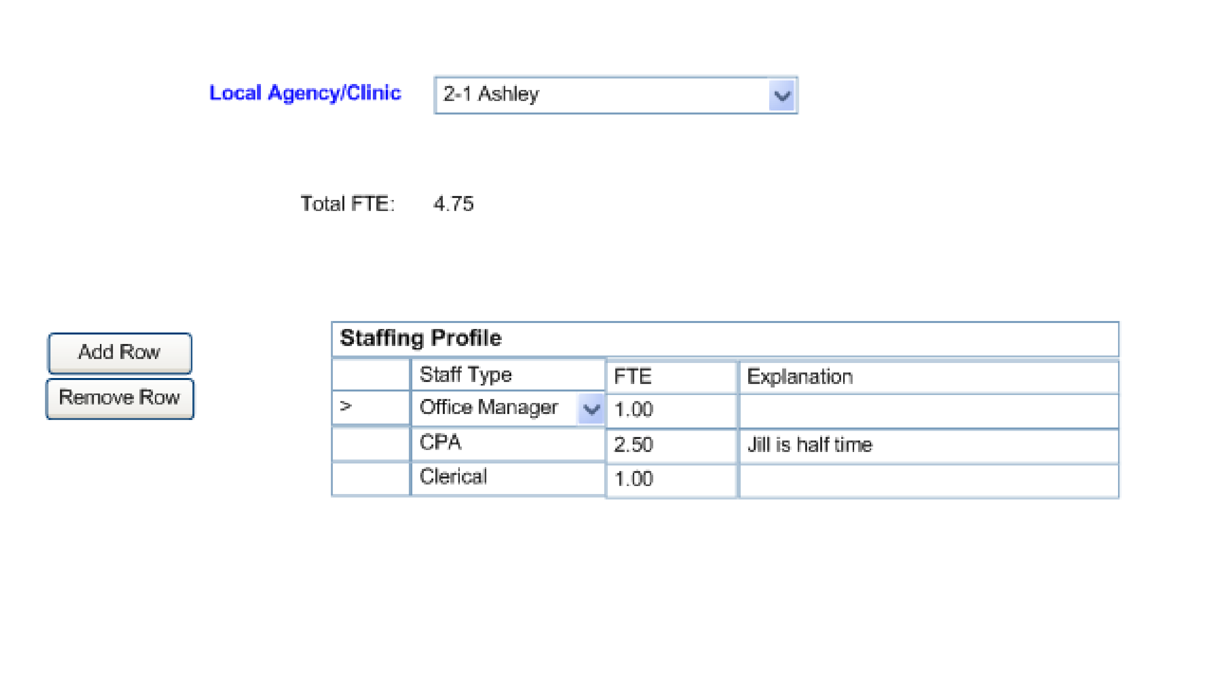
Developer Notes
1.

System Parameter	Purpose	Format
ClinicServices.Family.DisplayEducator	Determines whether or not the Educator field is displayed on the Family Screen. (Yes/No)	Character

4 Clinic Staffing Profile

These screens allow the setup of the staffing profile from an FTE perspective at a clinic.

> Clinic Services Administration > Clinic Staffing Profile



Control	Description			
Local Agency/Clinic	These are the clinics that the user has access to.			
	Type	List Box		
	Required	Yes		
	DB Column	ClinicStaffing.Cln_ID		
	Code ID	Clinic table lookup		
Add Row	Clicking the Add Row command button creates a new row at the bottom of the data grid allowing the user to add another row to the staffing profile.			
	Type	Command Button		
	Hot Key	Alt + A		
Remove Row	Clicking the Remove Row command button removes the selected row from the data grid.			
	Type	Command Button		
	Hot Key	Alt + R		
Total FTE	This is a total FTE amount assigned in the clinic.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	NA		
	Display Only	Yes	**Calculated**	Yes
	DB Column	NA		
Staffing Profile	The data grid is used to record the staffing profile for a clinic.			
	Type	Data Grid		
Staff Type	This is the staff type of the staff. These values are set by the state.			
	Type	List Box		
	Required	Yes		
	DB Column	ClinicStaffing.StaffTypeCd		
	Code ID	Profile Staff Type		

Control	Description			
FTE	This is the Full Time Equivalent amount for the staff type.			
	Type	Text Box		
	Required	Yes		
	Length	Decimal 4,2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	ClinicStaffing.FTE		
Explanation	This is an optional explanation of the FTE amounts			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	ClinicStaffing.Explanation		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	**Calculated**	No
	DB Column	Most recent of ClinicStaffing.ModifyStfpID + ClinicStaffing.ModifyDt		

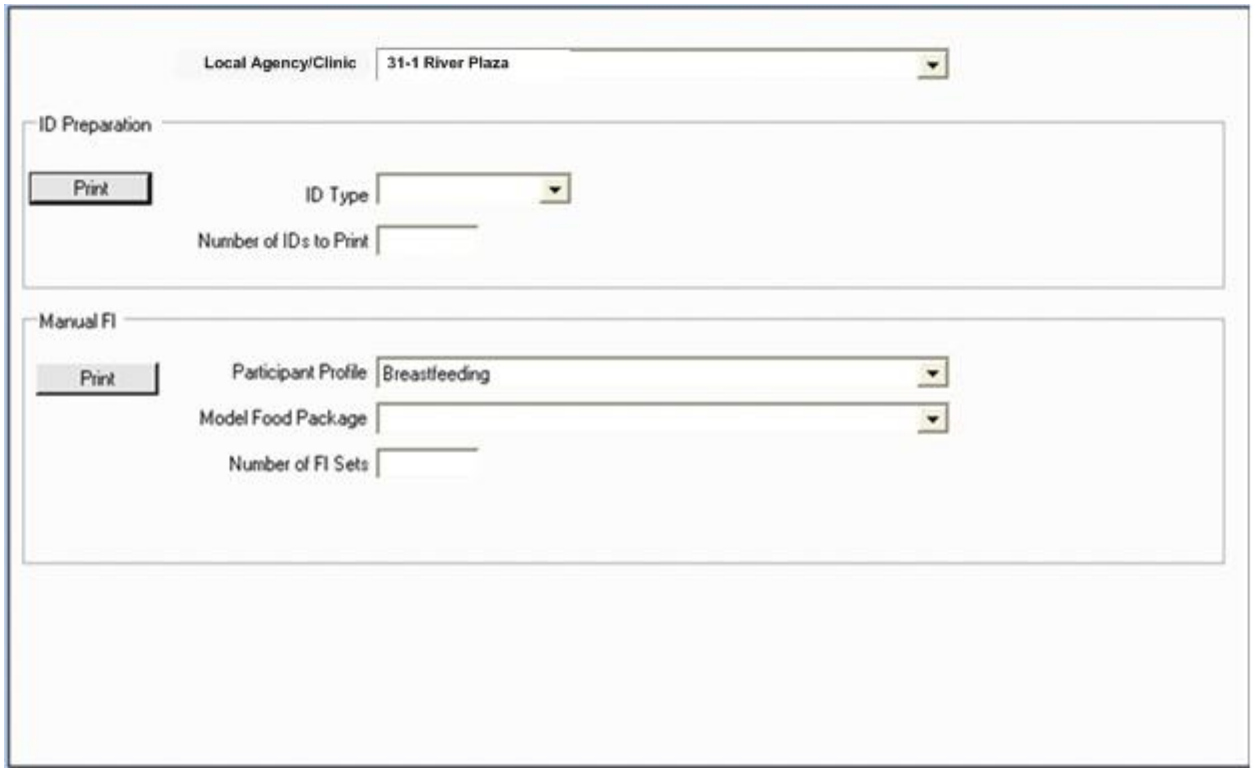
Business Rules
1. Total FTE is calculated by adding all the staff type row FTE amounts.
2. An error message should request the user add to an existing row if the new row's staff type already exists.
3. A single Staff Type can only occur in the grid once.

Developer Notes
1.

5 Emergency Preparation

In the event that the WIC system is not available at some point in the future, the Emergency Preparation screen can be used to reserve Family and Person identification numbers as well as print FIs.

> Clinic Services Administration > Emergency Preparation



<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="5">Local Agency/Clinic</td><td colspan="4">The local agency ID, clinic ID, and clinic name.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">Clinic.FFLocalAgencyID +
Clinic.FFClinicID +
Clinic.Name</td></tr>
<tr><td>Code ID</td><td colspan="3">Clinic table lookup</td></tr>
<tr><td rowspan="3">ID Preparation - Print</td><td colspan="4">Clicking the ID Preparation - Print command button creates emergency WIC numbers for the ID type selected. The number of IDs created is based on the Number of IDs to print that was entered. The UI output, Emergency WIC ID Numbers, is created and sent to the default printer of the user. A message box displays indicating the printing has completed. See the Emergency IDs section of this document for more details.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">None</td></tr>
<tr><td rowspan="5">ID Preparation - ID Type</td><td colspan="4">The type of ID (family, person) to be created.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes, if ID Preparation-Print is selected</td></tr>
<tr><td>DB Column</td><td colspan="3">NA</td></tr>
<tr><td>Code ID</td><td colspan="3">NA – values hard coded in system</td></tr>
<tr><td rowspan="7">ID Preparation - Number of IDs to Print</td><td colspan="4">The number of IDs to be printed.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes, if ID Preparation-Print is selected</td></tr>
<tr><td>Length</td><td colspan="3">3</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric, value ≤ system parameter</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Not stored</td></tr>
<tr><td rowspan="3">Manual FI - Print</td><td colspan="4">Clicking the Manual FI - Print command button creates emergency FIs based on the participant profile and model food package selected. The number of FI sets created is based on the Number of FI Sets that was entered. The FIs are created and sent to the default printer of the user. A message box displays indicating the printing has completed. See the Manual FI section of this document for more details.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">None</td></tr>
</table>

Control	Description			
Manual FI - Participant Profile	The participant profile to be used when creating the FI(s).			
	Type	List Box		
	Required	Yes, if Manual FI Print is selected		
	DB Column	Not Stored		
	Code ID	ParticipantType		
Manual FI - Model Food Package	The model food package to be used when creating the FI(s) for the participant profile selected.			
	Type	List Box		
	Required	Yes, if Manual FI Print is selected		
	DB Column	Not Stored		
	Code ID	ParticipantProfile + ModRXPartProfile + ModelRx table lookup		
Manual FI - Number of FI Sets	The number of FI sets to be printed.			
	Type	Text box		
	Required	Yes, if Manual FI Print is selected		
	Length	3		
	Validation	Numeric, value ≤ system parameter		
	Display Only	No	**Calculated**	No
	DB Column	Not stored		

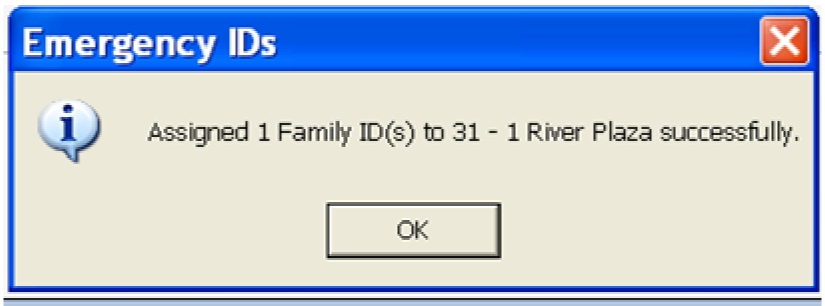
Business Rules
1. Set the Manual FI's expiration date to the create date plus the value found in the System Parameter, FI.NumberofDaystoExpireManualFI. 2. The system parameter, System.UseEmergencyPreparedness, must be set to "Yes" to enable the Emergency Preparedness item on the tree structure. 3. The maximum number of Manual IDs that can be produced at one time is based on the system parameter, System.Admin.MaxNumberofEmergencyPrapartionIDstoPrint. 4. The maximum number of Manual FIs that can be produced at one time is based on the system parameter, System.Admin.MaxNumberofFISetstoPrintManually.

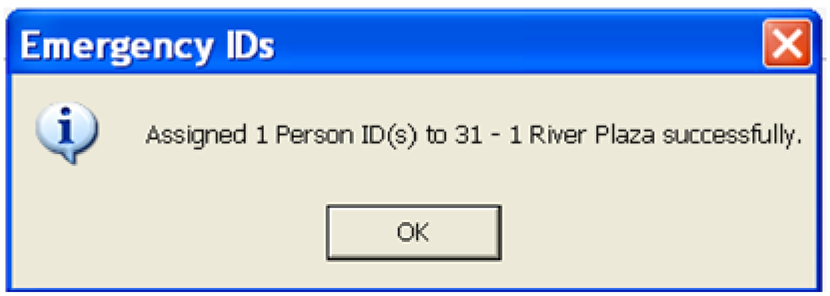
Developer Notes
1. When the user presses print on the ID preparation button, depending on the type selected, either the ClinicRosterMember or the ClinicRosterFamily table is populated. Effectively, the user is reserving these numbers in this table to be used later in case of some emergency where they have no electricity to use the WIC system. 2. When the user presses print on the Manual FI button, the MFIGrouping table and the FI table are populated.

System Parameter	Purpose	Format
FI.NumberofDaystoExpireManualFI	The number of days from the create date that a manual FI is set to expire.	Integer
System.UseEmergencyPreparedness	Determines if the Emergency Preparedness screen is displayed in System Administration, if the Manual FI screen is displayed in Clinic Services, and if the Family ID and Person ID links are functional. Must be set to "Yes" or "No". If a valid value is not found, "No" will be assumed.	Character
System.Admin.MaxNumberofEmergencyPrapartionIDstoPrint	Maximum number of IDs that will print for the emergency preparation screen at one time.	Integer
System.Admin.MaxNumberofFISetstoPrintManually	Maximum number of FI sets that will print manually at one time.	Integer

5.1 Emergency IDs

The Emergency IDs message is displayed after the emergency IDs have been successfully created and the report printed. The ID type selected determines which message will be displayed.





<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="3">OK</td><td colspan="4">Clicking the OK command button closes the Emergency IDs message and returns the user to the Emergency Preparedness screen.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + O</td></tr>
<tr><td rowspan="7">Assigned [number of IDs to print] [ID type]

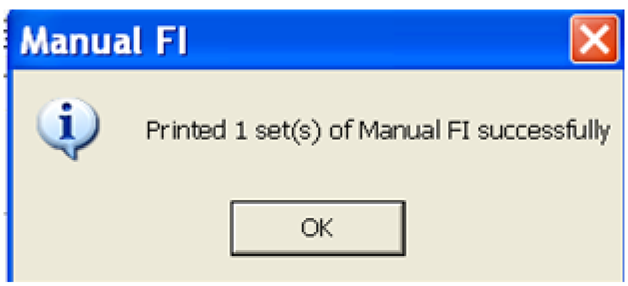
to [clinic] successfully.</td><td colspan="4">The text box message displayed after the emergency IDs have been successfully created and printed.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Not stored</td></tr>
</table>

Business Rules
1.

Developer Notes
1.

5.2 Manual FI

The Manual FI message is displayed after the emergency Manual FIs have been successfully created and printed.



<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="3">OK</td><td colspan="4">Clicking the OK command button closes the Manual FI message and returns the user to the Emergency Preparedness screen.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + O</td></tr>
<tr><td rowspan="7">Printed [number of FI sets] set(s) of Manual FI successfully</td><td colspan="4">The text box displayed after the emergency IDs have been successfully created and printed.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Not stored</td></tr>
</table>

Business Rules
1. Alert user if the FIs do not print successfully so that a reprint can be attempted.

Developer Notes
1.

5.3 Emergency WIC ID Numbers

This UI Output is provided to allow staff to have a listing of emergency family IDs or person IDs. The print out lists the type and ID numbers that have been reserved by the clinic in case the WIC system is unavailable and the clinic continues to see new participants.

5.3.1 Language: English only

The Emergency WIC ID Numbers is available in English only.

5.3.2 Emergency WIC ID Mockup

WIC Program

Emergency WIC ID Numbers

6/8/2007

River City Clinic
200 University Ave
Carlisle, UT 77777
(555) 555-7777

The following Family ID numbers have been reserved by your clinic in case the WIC System is unavailable:

Indicate when Assigned	Family ID
	1389491
	1389492
	1389493

Business Rules
1. Date printed is today's date. Format is mm/dd/yyyy. 2. Use Clinic name, address and phone number.

Business Rules
a. The clinic name is Clinic.Name. b. The address is Clinic.StreetAddrLine1 Clinic.StreedAddrLine2 Clinic.Suite, Clinic.POBox Clinic.City, Clinic.State Clinic.ZipCode+ Clinic.ZipPlus4 c. The phone number is Clinic.BusinessAreaCode+ Clinic.BusinessPhoneNr 3. Do not allow space in the printed clinic address for data elements that do not exist in the clinic record. 4. When Family IDs are selected to be assigned and printed, use label “Family ID” in the UI output narrative and in the table. 5. When Person IDs are selected to be assigned and printed, use label “Person ID” in the UI output narrative and in the table. **6. Page numbering in the output appears in the footer-right in the format "Page x of y".** 7. This UI output is portrait.

Developer Notes
1.

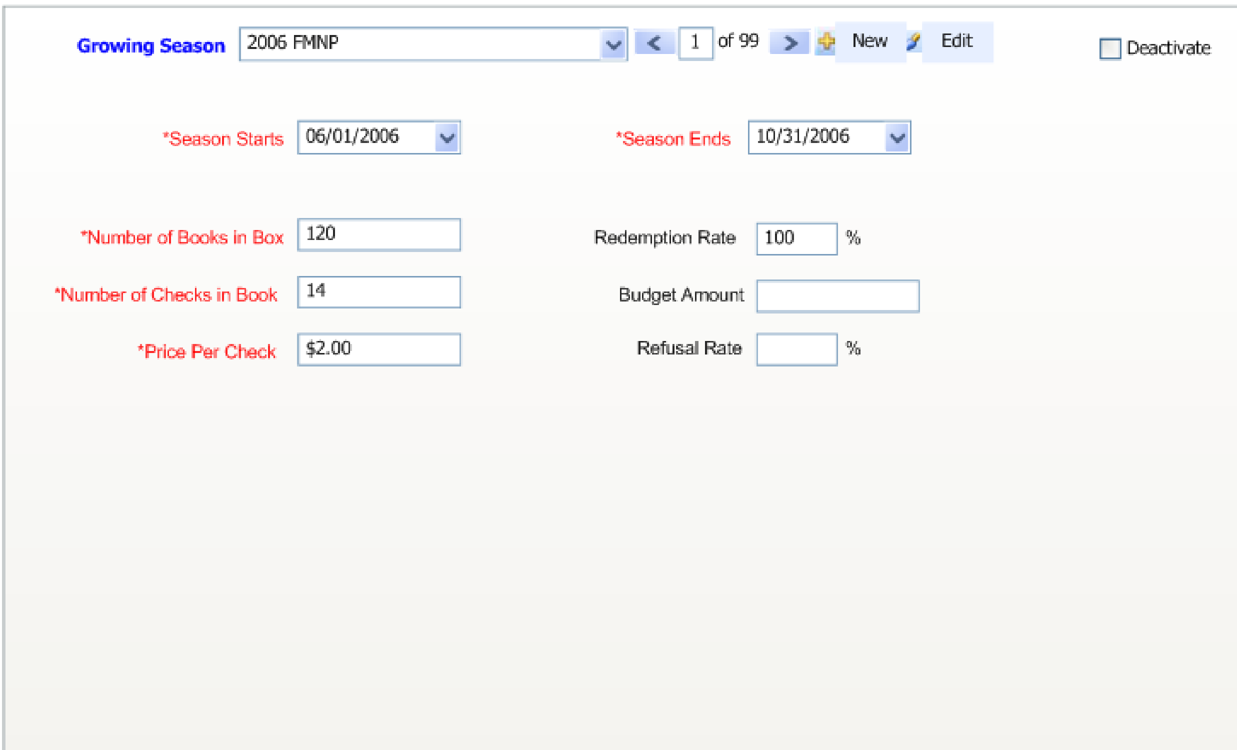
6 Farmers' Market

Multiple screens comprise the Farmers' Market System Administration component of the application. This component is separate from other Clinic Services components therefore security can be provided specifically for the administration of this component. Within the Farmers' Market System Administration screens, a user can model eligibility numbers based on a number of criteria, assign eligibility, and record check shipments.

6.1 Growing Season Detail

The Growing Season Detail screen contains information about the current growing season.

> Clinic Services Administration > FMNP > Growing Season Detail



Control	Description			
Growing Season	The name of the current growing season.			
	Type	Record Selector		
	Contents	Farmers' Market Growing Seasons		
	DB Column	Not Stored		
New	Clicking the New command button allows the user to create a new Farmers' Market Growing Season record. When selected, all data fields on the Farmers’ Market screen are cleared and enabled for update.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit command button opens up the current Farmers' Market record for editing.			
	Type	Command Button		
	Hot Key	Alt + T		
Deactivate	A checkbox used to indicate that a Farmers' Market growing season is no longer active. Deactivated seasons are not displayed on the Farmers’ Market screen, and are not functional elsewhere in the system.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.Status		
Season Starts	The date the Farmers' Market Growing Season starts. This is the first date that FMNP checks can be issued or used.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.SeasonStartDate		
Season Ends	The date the Farmers' Market Growing Season ends. This is the last date that FMNP checks can be used.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.SeasonEndDt		

Control	Description			
Number of Books in a Box	The number of Farmers' Market checkbooks that are contained in a box.			
	Type	Text Box		
	Required	Yes		
	Length	Integer 3		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.BooksPerBoxNr		
Number of Checks in Book	The number of Farmers' Market checks that are in a book.			
	Type	Text box		
	Required	Yes		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.ChecksPerBookNr		
Price Per Check	The price of each check.			
	Type	Text box		
	Required	Yes		
	Length	Decimal 5,2		
	Validation	Numeric, Mask of $999.99		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.PricePerCheckAmt		
Budget Amount	The amount of available monies for Farmers' Market.			
	Type	Text Box		
	Required	No		
	Length	Decimal 10,2		
	Validation	Numeric, Mask of $0 – $99,999,999.99		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.BudgetAmt		

Control	Description			
Redemption Rate	The anticipated percentage of Farmers' Market checks that will be redeemed.			
	Type	Text Box		
	Required	No		
	Length	Decimal 5,2		
	Validation	Numeric, Values 0 - 100.00		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.RedemptionPercent		
Refusal Rate	The anticipated percentage of Farmers' Market checks that will be refused.			
	Type	Text Box		
	Required	No		
	Length	Decimal 5,2		
	Validation	Numeric, Values 0 - 100.00		
	Display Only	No	**Calculated**	No
	DB Column	FMGrowingSeason.DeclinePercent		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	**Calculated**	No
	DB Column	FMGrowingSeason.ModifyStfpID + FMGrowingSeason.ModifyDt		

Business Rules
1. The Farmers' Market screens are only available if the system parameter, ClinicServices.UseFarmersMarket, is set to "Yes".
2. A new Farmers' Market Growing Season can only be created where there is no active Farmers' Market Growing Season for that year.
3. Season Starts and Season Ends must be in the same calendar year.
4. Season Ends date must be a date after Season Starts date.

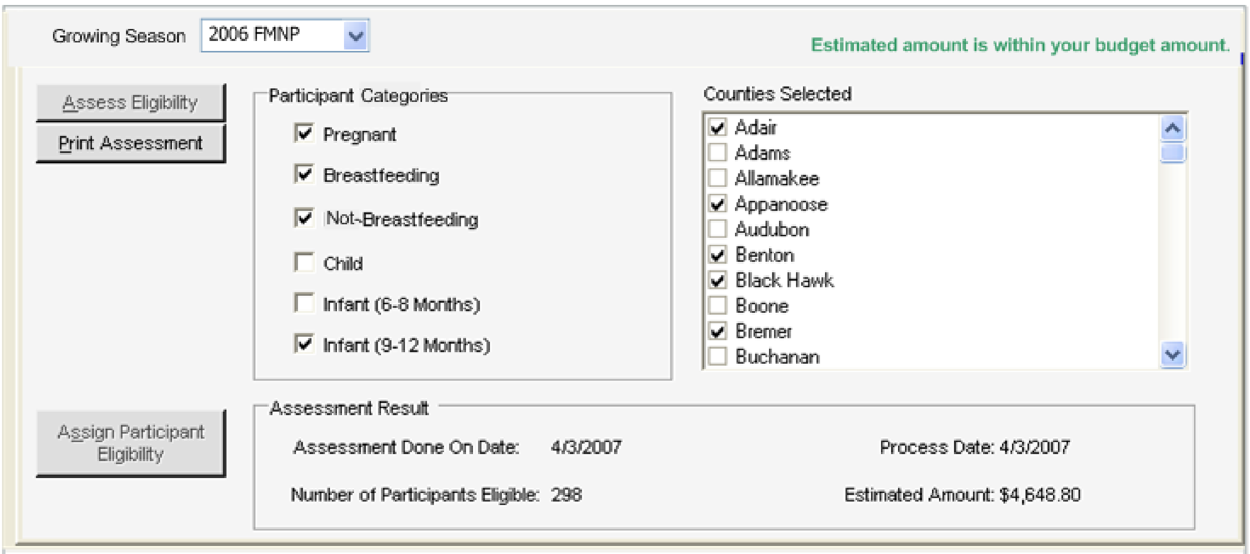
Developer Notes
1. The Growing Season is a concatenation of the year in FMGrowingSeason.SeasonStartDate and the string "FMNP."

System Parameter	Purpose	Format
ClinicServices.UseFarmersMarket	Indicates if the state is managing a Farmers' Market/WIC program through this application. If "Yes" then the Farmers' Market screen is available to the user. This also allows the FMNP Check Number search criterion to be displayed. (Yes/No)	Character

6.2 Eligibility Assessment

The Eligibility Assessment screen allows the user to determine which participant categories and which counties should be considered for the distribution of Farmers' Market checks. Staff may use the eligibility assessment many times before the actual growing season in an effort to estimate the number of checks that need to be produced. This is used as a modeling tool. Here is also where participants are assigned their eligibility to receive Farmers' Market checks.

> Clinic Services Administration > FMNP > Eligibility Assessment



<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="5">Growing Season</td><td colspan="4">List that allows the user to select the growing season in which to enter eligibility information.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">FMGrowingSeason.ID</td></tr>
<tr><td>Code ID</td><td colspan="3">FMGrowingSeason table lookup</td></tr>
<tr><td rowspan="4">Participant Categories - Pregnant,
Breastfeeding,
Not-Breastfeeding,
Child,
Infant, 6-8 months,
Infant, 9-12 months</td><td colspan="4">Check Box indicating the selected participant categories in the assessment.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">PregnantIn, BreastfeedingIn, NotBreastfeedingIn, ChildIn, Infant_6to8In, Ingant_9to12In</td></tr>
<tr><td rowspan="4">Counties Selected</td><td colspan="4">Custom Checkbox List Box indicating the selected counties in the assessment.</td></tr>
<tr><td>Type</td><td colspan="3">Custom Checkbox List Box</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">FMGrowingSeasonCounty.CountyNr</td></tr>
<tr><td rowspan="3">Assess Eligibility</td><td colspan="4">Clicking the Assess Eligibility command button provides the estimated number of participants that are eligible to receive Farmers' Market checks based on the participant categories and counties selected. This assessment can be run multiple times prior to the start of the growing season.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + L</td></tr>
<tr><td rowspan="3">Print Assessment</td><td colspan="4">Clicking the Print Assessment command button creates a report that shows the estimated numbers gathered through the assessment process. The Farmers' Market Assessment is used by managers to determine the participant categories, ages, and counties that can be served with the funding that has been made available for the year.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + P</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="3">Assign Participant Eligibility</td><td colspan="4">Clicking the Assign Participant Eligibility command button updates each participant's Farmers' Market indicator that they are eligible for Farmers' Market checks.
Note: The timing of this assignment is very important. It should typically be done very close to the Season Start date. The state should consider when termination batch jobs are run in relation to this assignment process. Some years, participants active in May may be allowed to receive FMNP checks. Other years, they may not be. There is flexibility to work either way, but the efforts have to be coordinated.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + I</td></tr>
<tr><td rowspan="7">Assessment Result -
Assessment Done on
Date</td><td colspan="4">The date the Eligibility Assessment was done.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Format</td><td colspan="3">Mask of mm/dd/yyy</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">FMGrowingSeason.EstimatedDt</td></tr>
<tr><td rowspan="7">Assessment Result -
Process Date</td><td colspan="4">The date of the final assessments and assignment of FMNP eligibility. This is when the indicator is set on the participant record showing that the participant is eligible for FMNP checks.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Format</td><td colspan="3">Mask of mm/dd/yyy</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">FMGrowingSeason.ProcessDt</td></tr>
<tr><td rowspan="7">Assessment Result -
Number of Participants
Eligible</td><td colspan="4">The number of participants that were eligible when the Assess Participant Eligibility process was conducted.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">999,999</td></tr>
<tr><td>Format</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">FMGrowingSeason.EstimatedPartCount</td></tr>
</table>

Control	Description			
Assessment Result - Estimated Amount	The estimated dollars that would be spent using the selected criteria in the model including Price Per Check, Redemption Rate, Refusal Rate, Participant Categories, Counties Selected.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Format	NA		
	Display Only	Yes	**Calculated**	Yes
	DB Column	FMGrowingSeason.EstimatedAmt		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	**Calculated**	No
	DB Column	FMGrowingSeason.ModifyStfpID + FMGrowingSeason.ModifyDt		

Business Rules
1. At least one participant category must be selected to create a new growing season. 2. Display a message in bold, red font under header information if the Estimated Amount exceeds the Budget Amount from the Growing Season Detail screen. 3. Display a message in bold, green font under header information if the Estimated amount is within the Budget Amount from the Growing Season Detail screen. 4. Display warning message when the Assign Participant Eligibility button is clicked that the actual assignment will take place later.

Developer Notes
1. The Number of Participants Eligible = sum of participants from the selected participant categories and counties. 2. The formula for the "Assessment Result - Estimated Amount" field is as follows: N * (1 – decline) * redeemed * price per check * check per book, where N is the number of estimated participants. 3. When Assign Participant Eligibility is processed, the following indicator is set to 1: Participant.FMEligibleIN for each participant that is eligible to receive Farmers' Market checks.

6.2.1 Farmers' Market Assessment

This UI Output is provided to allow the staff working with the FM portion of the system to print out the modeling information to help determine where the FMNP funds can best be utilized. The Assessment print out allows review of the Inputs including budget amount, redemption rate, refusal rate, specific participant categories and selected counties. The actual results show the number of participants eligible by local agency and the estimated dollars needed to serve these participants. This document is available from the FM Eligibility Assessment screen.

6.2.1.1 Language: English only

The Farmers' Market Assessment Results is available in English only.

6.2.1.2 Farmers' Market Assessment Results Mockup

WIC Program

Farmers' Market Assessment

2007 Growing Season

06/01/2007 through 10/31/2007

<u>Assessment Inputs</u>

Budget Amount: $10,000.00
Redemption Rate: 75.00%
Refusal Rate: 20.00%

Participant Categories
Pregnant
Breastfeeding
Not Breastfeeding
Infants 9 to 12 months

Counties Selected

County	Clinic	Pregnant	BF	Not BF	Child	I 6 to 8 months	I 9 to 12 months	Total
Black Hawk	43-3	3	2	0	0	0	7	12
Black Hawk	43-9	1	2	1	0	0	8	12
Black	Total	4	4	1	0	0	15	24

Hawk								
Bremer	41-2	10	2	0	0	0	20	32
Bremer	Total	10	2	0	0	0	20	32
Marshall	38-1	1	1	0	0	0	12	14
Marshall	38-3	1	0	1	0	0	8	10
Marshall	Total	2	1	1	0	0	20	24
State Total	5	16	7	2	0	0	55	80

Assessment Results

Assessment Done on Date:	04/03/2007
Total Participants Eligible:	298
Estimated Amount::	$4,648.80
Process Date:	04/03/2007

Participants Eligible in Local Agencies Selected

Agency Name	**# Eligible Participants**
Operation Goodwill	24
Northeast Community Action	32
Community Opportunities	24

Business Rules
1. Display growing season for the assessment results. FMGrowingSeason.ID 2. Display begin date (FMGrowingSeason.SeasonStartDate) and end date (FMGrowingSeason.SeasonEndDate) of current growing season. 3. For Assessment Inputs, display all assessment fields entered into the modeling tool. a. Budget Amount = FMGrowingSeason.BudgetAmt b. Redemption Rate = FMGrowingSeason.RedemptionPercent c. Refusal Rate = FMGrowingSeason.DeclinePercent d. Participant Categories selected = PregnantIn, BreastfeedingIn, NotBreastfeedingIn, ChildIn, Infant_6to8In, Ingant_9to12In e. Counties selected = FMGrowingSeasonCounty.CountyNr 4. For Assessment Results, display all results fields. a. Assessment Done on Date = FMGrowingSeason.EstimatedDt b. Total Participants Eligible = FMGrowingSeason.EstimatedPartCount c. Estimated Amount = FMGrowingSeason.EstimatedAmt

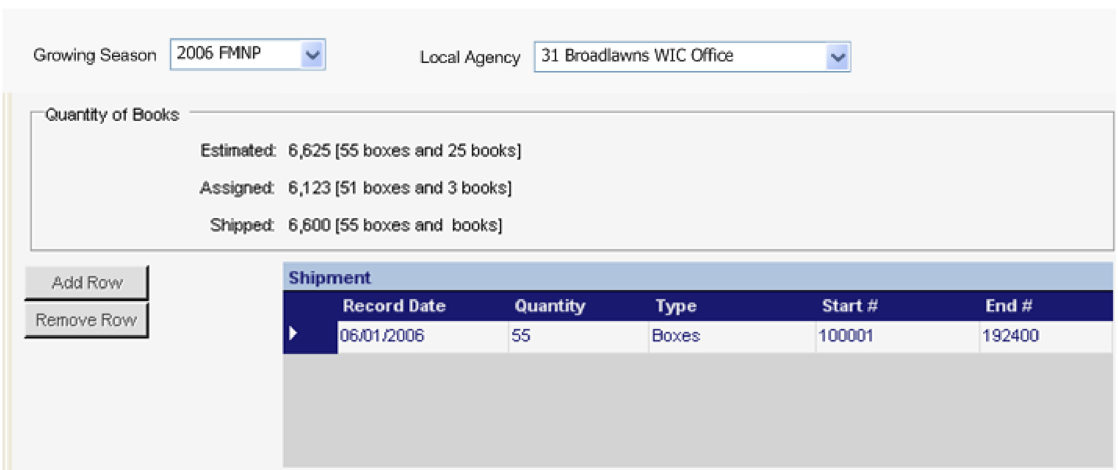
Business Rules
d. Process Date = FMGrowingSeason.ProcessDt e. Participants Eligible in Local Agencies Selected, for each agency selected, display # of eligible participants. 5. Page numbering in the output appears in the footer-right in the format "Page x of y". 6. This UI output is portrait.

Developer Notes
1.

6.3 Local Agency Shipments

The Local Agency Shipments screen displays the quantity of books that have been estimated to be distributed based on the assessment done on the Eligibility Assessment screen. Here is also where the shipments of the checks are recorded.

> Clinic Services Administration > FMNP > Local Agency Shipments



<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="5">Growing Season</td><td colspan="4">List that allows the user to select the growing season in which to enter local agency shipment information.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">datepart(YY,FMGrowingSeason.SeasonStartDt) + “FMNP”</td></tr>
<tr><td>Code ID</td><td colspan="3">FMGrowingSeason table lookup</td></tr>
<tr><td rowspan="5">Local Agency</td><td colspan="4">The Local Agency to which the shipment information belongs.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Contents</td><td colspan="3">Local agency ID and Name</td></tr>
<tr><td>DB Column</td><td colspan="3">FMAgencyGrowingSeason.LA_ID</td></tr>
<tr><td>Code ID</td><td colspan="3">FMAgencyGrowingSeason table lookup</td></tr>
<tr><td rowspan="7">Quantity of Books - Estimated</td><td colspan="4">The estimated number of checks (in boxes and books) that will be needed by the Local Agency selected. This is based on the Assessment criteria.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">FMAgencyGrowingSeasonHeader.EstimatedBooksNr</td></tr>
<tr><td rowspan="7">Quantity of Books - Assigned</td><td colspan="4">The number of checks that have been assigned to the Local Agency selected. This number is calculated when the Assign Participant Eligibility command button has been selected on the Eligibility Assessment screen.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">FMAgencyGrowingSeasonHeader .AssignedBooksNr</td></tr>
</table>

Control	Description			
Quantity of Books - Shipped	The total number of books that have been shipped to the Local Agency Selected. The individual shipments are displayed in the Shipment grid.			
	Type	Text box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	**Calculated**	Yes
	DB Column	FMAgencyGrowingSeasonHeader .ShippedBooksNr		
Shipment	A grid which is used to track the number of Farmers' Market checks that have been shipped to the selected Local Agency.			
	Type	Data Grid		
Shipment - Record Date	The date the Farmers' Market checks were shipped.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	**Calculated**	No
	DB Column	FMAgencyGrowingSeasonDetail.RecordedDt		
Shipment - Quantity	The number of books that were included in the shipment.			
	Type	Text box		
	Required	Yes		
	Length	Integer 4		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	FMAgencyGrowingSeasonDetail.CouponsDistributedNr		
Shipment - Type	The unit of issue of the checks (book or box of checks).			
	Type	List Box		
	Required	Yes		
	DB Column	FMAgencyGrowingSeasonDetail.DistributionTypeCd		
	Code ID	FMCoupDistribution		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7">Shipment - Start #</td><td colspan="4">The number of the check that is the first one in the series of checks being shipped.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">Integer 4</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">FMAgencyGrowingSeasonDetail.StartingCouponNr</td></tr>
<tr><td rowspan="7">Shipment - End #</td><td colspan="4">The number of the check that is the last one in the series of checks being shipped. This is assigned by the system based on the quantity and unit of checks being shipped and the number of checks in a box.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">Integer 1</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">FMAgencyGrowingSeasonDetail.EndingCouponNr</td></tr>
<tr><td rowspan="3">Add Row</td><td colspan="4">Clicking the Add Row command button displays a blank row in the grid for editing.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Required</td><td colspan="3">Alt + A</td></tr>
<tr><td rowspan="3">Remove Row</td><td colspan="4">Clicking the Remove Row command button deletes the specified shipment record.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Required</td><td colspan="3">Alt + R</td></tr>
</table>

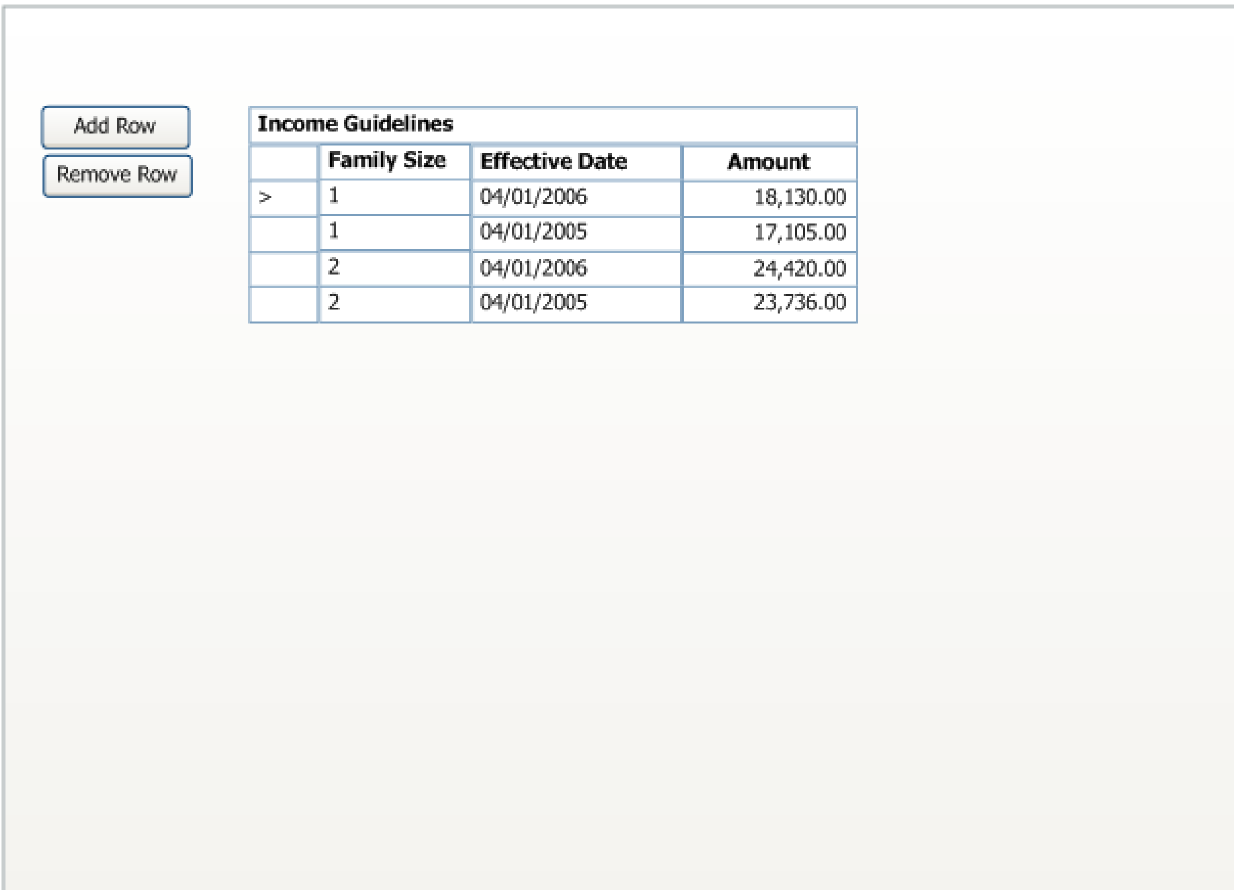
Business Rules
1. A shipment of checks cannot be recorded outside the FMNP season (season start and end dates). Display error. 2. Check numbers being shipped cannot overlap a previously recorded shipment. Display error. 3. If Assigned Quantity is greater than Shipped Quantity, display a warning message to the right of Assigned.

Developer Notes
1. The Quantity of Books – Estimated is the sum of all participants that were found to be eligible for Farmers' Market checks when the eligibility estimation was run. 2. The "Quantity of Books - Assigned field" is the sum of all participants that were found to be eligible for Farmers' Market checks when the participant eligibility was assigned. 3. The "Quantity of Books - Shipped" is the sum of all checks that have been recorded as being shipped for the selected Local Agency. 4. An example of the format for the different quantities in the "Quantity of Books" frame is: 6,123 (51 boxes and 3 books). The number of boxes in the parenthesis is determined using the number of checks required and the number of checks in a box with the remainder being the number of books. 5. The "Shipment - Quantity" is the difference between the last and first check numbers.

7 Income Guidelines

The Income Guidelines screen allows the user to create and edit the annual Income Guidelines for WIC participation. Typically, the USDA publishes the guidelines early in the calendar year. States implement the guidelines according to their scheduled timeframe. When the state receives the new income guidelines, they enter them on this screen with an appropriate effective date. The old guidelines are used in the system until the new guidelines take effect. The guidelines can be modified on this screen at anytime with proper user security rights.

> Clinic Services Administration > Income Guidelines



	Family Size	Effective Date	Amount
>	1	04/01/2006	18,130.00
	1	04/01/2005	17,105.00
	2	04/01/2006	24,420.00
	2	04/01/2005	23,736.00

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="3">Add Row</td><td colspan="4">Clicking the Add Row command button adds a new row to the bottom of the Income Guidelines data grid with all data fields cleared and editable.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + A</td></tr>
<tr><td rowspan="3">Remove Row</td><td colspan="4">Clicking the Remove command button removes the Income Guidelines data grid record that has been selected.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + R</td></tr>
<tr><td rowspan="2">Guidelines</td><td colspan="4">The Income Guidelines data grid is where individual guidelines are added, edited, and deleted. Upon a save rows are sorted by family size (ascending) then by date (descending).</td></tr>
<tr><td>Type</td><td colspan="3">Data Grid</td></tr>
<tr><td rowspan="7">Income Guidelines - Family
Size</td><td colspan="4">The number of people in the family.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">Integer 2</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">IncGuideline.FamilySizeQt</td></tr>
<tr><td rowspan="5">Income Guidelines - Effective
Date</td><td colspan="4">The date the selected guideline becomes effective.</td></tr>
<tr><td>Type</td><td colspan="3">Date Picker</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">IncGuideline.EffectiveDt</td></tr>
<tr><td rowspan="7">Income Guidelines - Amount</td><td colspan="4">The maximum income, for the selected type of income period, a family of the selected size may have and still be eligible for WIC benefits.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">Decimal 9,2</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">IncGuideline.Amount</td></tr>
</table>

Control	Description			
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	**Calculated**	No
	DB Column	IncGuideline.ModifyStfpID + IncGuideline.ModifyDt		

Business Rules
1.

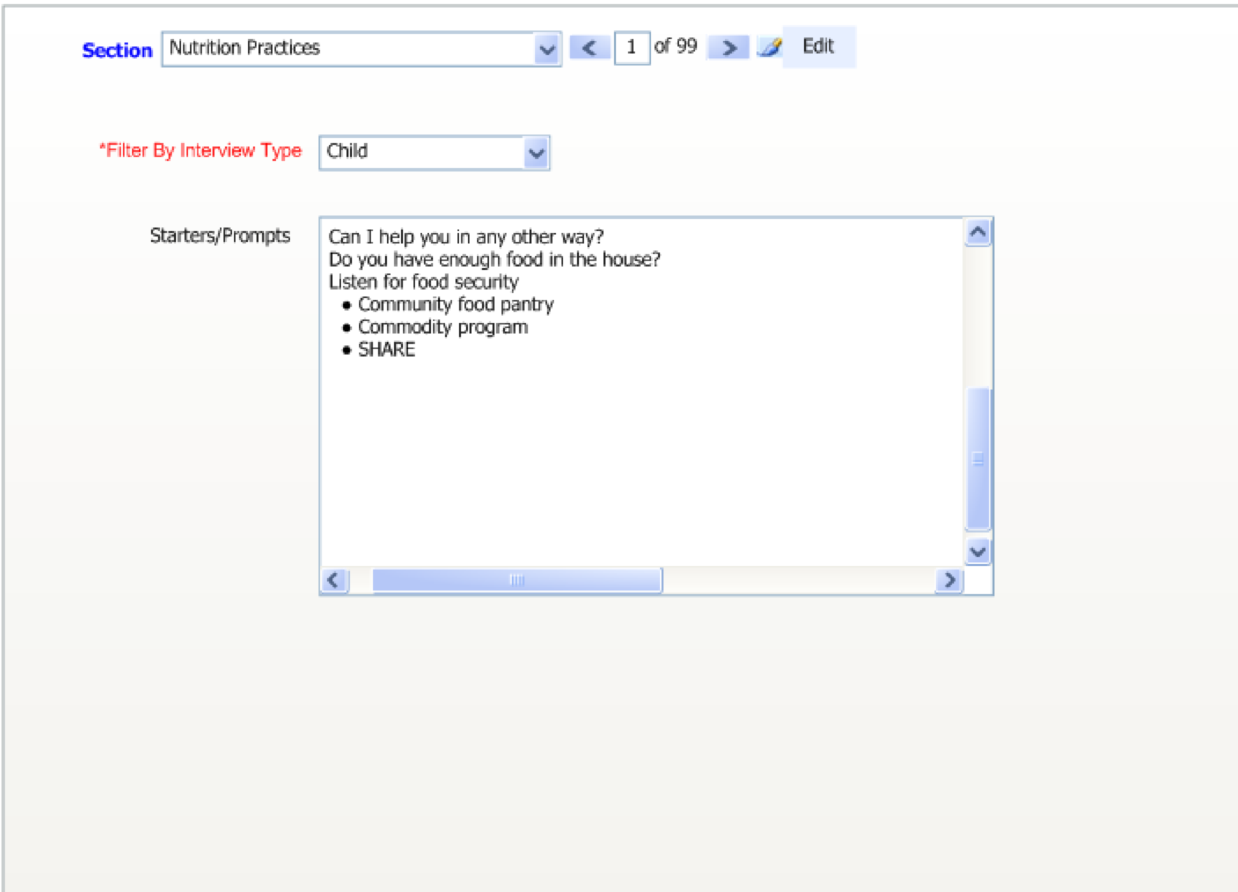
Developer Notes
1. All income entered on the Clinic Services Income screen is annualized according to the following calculations: If Annual "A"– use as is If Bi-weekly "B" – multiply times 26 If Monthly "M"– multiply times 12 If Twice-monthly "S"– multiply times 24 If Weekly "W" – multiply times 52 2. If participant is not adjunctively income eligible, then the annual calculation is compared against the annual income guidelines. 3. The system parameter, ClinicServices.IncomeHouseholdSizeError, indicates the minimum and maximum number of people in an economic unit, as defined in the Household field on the Income screen. 4. The system parameter, ClinicServices.IncomeAnnualWarning, identifies the maximum income amount for an economic unit, above which eligibility is denied.

System Parameter	Purpose	Format
ClinicServices.IncomeHouseholdSizeError	The household size. The system produces an error message if a household size is outside of this range. (2 digits)	Integer Pair
ClinicServices.IncomeAnnualWarning	Identifies the maximum income amount for a family, above which eligibility is denied. (6 digits)	Integer

8 Interview Starters/Prompts Setup

This is where staff set up what will be displayed in the Starters/Prompts area at the bottom of the Interview screen. The Starters/Prompts area is displayed when staff work on an Interview. The information displayed is specific to the area of the Interview that the staff is currently working on.

> Clinic Services Administration > Interview Starters/Prompts Setup



Control	Description			
Edit	Clicking the Edit button causes the Starters/Prompts text box on the Interview Starters/Prompts Setup screen to be editable.			
	Type	Command Button		
	Hot Key	Alt + T		
Filter By Interview Type	A list box containing all of the active types of nutrition interviews.			
	Type	List Box		
	Required	Yes		
	DB Column	Not Stored		
	Code ID	Part Type Cd This code element is non-editable. The installed values are: Infant Child Pregnant Breastfeeding Not Breastfeeding		
Section	This is the record selector for the section of the particular nutrition interview and its related Interview Starters/Prompts information. It contains the listing of non-editable sections of the associated interview. The drop-down and spin control allow selection of other sections within that interview type.			
	Type	Record Selector (Non-Date)		
	Contents	Sections of Interviews		
	DB Column	InterviewStarter.SectionCd		
Starters/Prompts	This is the actual text of the Starters/Prompts information that is displayed in a text box at the bottom of the nutrition interview screen as specific sections are displayed.			
	Type	Multi Line Text Box		
	Required	Yes		
	Display Only	No	**Calculated**	No
	DB Column	InterviewStarter.StarterText		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the interview text record are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">InterviewStarter.ModifyStfpID + InterviewStarter.ModifyDt</td></tr>
</table>

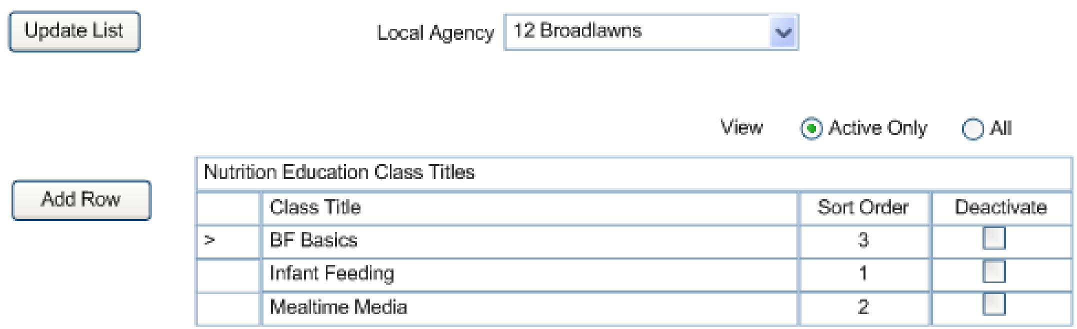
Business Rules
1. Only one interview starter/prompt is available for a unique combination of interview type and interview section. Example: Child Interview, Health/Medical section

Developer Notes
1. Make the Starters/Prompts multi-line text box similar in size to the text box that is displayed on the interview screen so that the user has a good idea of how much text will appear before the user would need to scroll to see the text.

9 Nutrition Education Class Titles

The Nutrition Education Class Titles allows the local agencies to define their class titles indicate if a class title will be available in the LA, and determine the order they are displayed on the NE Class appointment screen and reports. Additionally, there is an ability to pull new class titles when they are introduced by the state to the local agency listing. The user then decides whether they will be used by their clinics and if so, what sort order to use. Nutrition Education Class Titles are used when creating a Nutrition Education class on the clinic schedule. Nutrition Education Class Titles are also used in reports.

> Clinic Services Administration > Nutrition Education Class Titles



Control	Description	
Update List	Clicking the Update List button allows the local agency to bring into their list any new class titles that were introduced by the state. This is done by a text comparison of what is already defined for the local agency. Any new ones will be added to the grid with sort order being blank. If the local agency wishes to make them available to their clinics, adjust the sort order. If the local agency does not wish to make a class title available to their clinics, they will check the "Deactivate" checkbox.	
	Type	Command Button
	Hot Key	Alt + L
Local Agency	The Agency list box lists all current WIC agencies in the state.	
	Type	List Box
	Required	Yes
	Format	Agency ID and Name
	Code ID	LocalAgency table lookup (no statewide)
View: Active Only	This shows only active rows in the Nutrition Education Class Title grid.	
	Type	Radio Button
	Required	Yes, either Active Only or All
	DB Column	NA
View: All	This shows only all (active and deactivated) rows in the Nutrition Education Class Title grid.	
	Type	Radio Button
	Required	Yes, either Active Only or All
	DB Column	NA
Add Row	Clicking the Add Row command button creates a blank row in the grid for another local agency class titles to be entered in the grid.	
	Type	Command Button
	Hot Key	Alt + A
Nutrition Education Class Titles	The nutrition education class titles grid shows all the nutrition education class titles that are defined for the local agency.	
	Type	Data Grid
	Display	No

Control	Description			
Class Title	The textual description of the class title. This is the text displayed on the Nutrition Education Appointments screen.			
	Type	Text box		
	Required	Yes		
	Length	65		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEdClass.Name		
Sort Order	The sort order of the class titles. This determines the display order of the class titles on the Nutrition Education Appointments screen.			
	Type	Text box		
	Required	Yes		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEdClass.DisplaySeqNr		
Deactivate	A check box is used to indicate a Nutrition Education class title is deactivated within this local agency.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEdClass.Status		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	**Calculated**	No
	DB Column	Most recent of NutritionEdClass.ModifyStfpID + NutritionEdClass.ModifyDt		

Business Rules
1. The Update List button compares all the active rows in the code table entry Class Titles to the local agency's NE class titles table based on an exact text comparison. Any new ones found from the inventory table are added to the grid with the Sort Order being

Business Rules
blank and the Unavailable checkbox unchecked. 2. Display an error if the class title is not unique.

Developer Notes
1.

10 Nutrition Education Topics

This screen allows the user to define, sort and deactivate Nutrition Education topics. Nutrition education topics are then associated with nutrition education sub-topics, counseling points, and pamphlets.

> Clinic Services Administration > Nutrition Education Topics

Add Row

Nutrition Education Topics

	Description	Infant	Child	Pregnant	Breastfeeding	Not-BF	Sort Order	Deactivate
	Anemia	☑	☑	☑	☑	☑	1	☑
	Breastfeeding	☑	☑	☑	☑	☐	2	☑
>		☐	☐	☐	☐	☐		☐

Control	Description			
Add Row	Clicking the Add Row command button creates a blank row in the grid for another topic item to be entered in the grid.			
	Type	Command Button		
	Hot Key	Alt + A		
Nutrition Ed Topics	The nutrition education topics grid shows all the nutrition education topics that have defined to the system.			
	Type	Data Grid		
	Display	No		
Description	The textual description of the topic. This is where the data entry occurs.			
	Type	Text box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationTopic.Name		
Infant	This checkbox is used to associate the infant category with this nutrition education topic. By marking the check box, the user intends for this topic to show as a topic on the nutrition education screen.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationTopic.InfantIn		
Child	This checkbox is used to associate the child category with this nutrition education topic. By marking the check box, the user intends for this topic to show as a topic on the nutrition education screen.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationTopic.ChildIn		
Pregnant	This checkbox is used to associate the pregnant category with this nutrition education topic. By marking the check box, the user intends for this topic to show as a topic on the nutrition education screen.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationTopic.PregnantIn		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="4">Breastfeeding</td><td colspan="4">This checkbox is used to associate the breastfeeding category with this nutrition education topic. By marking the check box, the user intends for this topic to show as a topic on the nutrition education screen.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">NutritionEducationTopic.BreastfeedingIn</td></tr>
<tr><td rowspan="4">Not Breastfeeding</td><td colspan="4">This checkbox is used to associate the not breastfeeding category with this nutrition education topic. By marking the check box, the user intends for this topic to show as a topic on the nutrition education screen.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">NutritionEducationTopic.NotBreastfeedingIn</td></tr>
<tr><td rowspan="7">Sort Order</td><td colspan="4">The sort order of the current nutrition education topics. This determines the display order of the topics and therefore the sub-topics and pamphlets on the nutrition education screen.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">Integer 2</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">NutritionEducationTopic.DisplaySeqNr</td></tr>
<tr><td rowspan="4">Deactivate</td><td colspan="4">A check box is used to indicate a Nutrition Education Topic is no longer active. Deactivated topics are displayed in the Nutrition Education Topics data grid on this screen. However, they are not displayed in the Nutrition Education Covered data grid on the Nutrition Education screen and are not functional elsewhere in the system.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">NutritionEducationTopic.Status</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">NutritionEducationTopic.ModifyStfpID + NutritionEducationTopic.ModifyDt</td></tr>
</table>

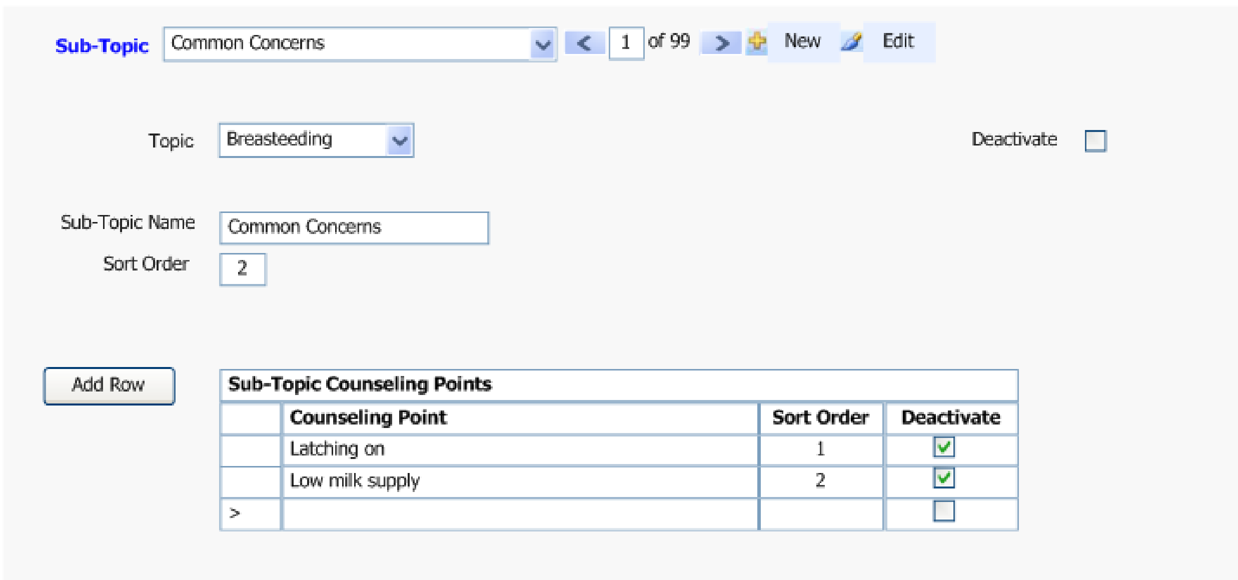
Business Rules
1. Display an error if the nutrition education topic is not unique.

Developer Notes
1.

11 Nutrition Education Sub-Topics and Counseling Points

The Nutrition Education Sub-Topics and Counseling Points screen allows the user to create and edit the Nutrition Education Sub-Topics list. A sub-topic is directly associated with a Nutrition Education Topic. Counseling Points are also defined within sub-topics on this screen.

> Clinic Services Administration > NE Sub-Topics and Counseling Points



Control	Description	
New	Clicking the New button allows the user to create a new sub-topic. After clicking the New button, the grid of the Sub-Topic Counseling Points is cleared. The user selects a sub-topic using the spin control.	
	Type	Command Button
	Hot Key	Alt + N
Edit	The Edit command button is used to update the sub-topic and/or its counseling points. Clicking the Edit button enables all data fields on the screen for editing.	
	Type	Command Button
	Hot Key	Alt + T

Control	Description			
Topic	This is the record selector for nutrition education topic. It acts as a filter for accessing sub-topic records and as a list box for associating new sub-topic records to their topic.			
	Type	Record Selector		
	Contents	Nutrition Education Topics		
	Code ID	NutritionEducationTopic table lookup		
Sub-Topic	This is the record selector for nutrition education sub-topics.			
	Type	Record Selector		
	Contents	Nutrition Education Sub-topics		
	DB Column	NutritionEducationSubtopic table Lookup		
Sub-Topic Name	The textual description of the sub-topic. This is the text displayed on the Nutrition Education screen.			
	Type	Text box		
	Required	Yes		
	Length	25		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationSubTopic.Name		
Topic	This is the topic of the sub-topic.			
	Type	List Box		
	Required	No		
	Code ID	NE Topics table lookup		
Sort Order	The sort order of the current sub-topics. This determines the display order of the sub-topics within the topic on the nutrition education screen.			
	Type	Text box		
	Required	No		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationSubTopic.DisplaySeqNr		

Control	Description			
Deactivate	A check box is used to indicate a Nutrition Education Sub-topic is no longer active. Deactivated sub-topics and their associated counseling points are not displayed on the Nutrition Education screen and are not functional elsewhere in the system.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationSubTopic.Status		
Add Row	Clicking the Add Row button causes a row to be added to the Sub-topic Counseling Points data grid.			
	Type	Command Button		
	Hot Key	Alt + A		
Sub-Topic Counseling Points	Within this data grid, users can define counseling points within the sub-topic.			
	Type	Edit Data Grid		
	Display	No		
Counseling Points	The textual description of the counseling points. This is the text displayed on the Nutrition Education screen.			
	Type	Text box		
	Required	Yes		
	Length	25		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationCounselingPoint.Name		
Sort Order	The sort order of the current counseling points. This determines the display order of the counseling points within the sub-topic on the nutrition education screen.			
	Type	Text box		
	Required	No		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationCounselingPoint.DisplaySeqNr		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="4">Deactivate</td><td colspan="4">A check box is used to indicate a counseling point is no longer active. Deactivated counseling points are displayed in the grid on this screen. However, they are not displayed in the Nutrition Education Covered data grid on the Nutrition Education screen and are not functional elsewhere in the system.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">NutritionEducationCounselingPoint.Status</td></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the sub-topic or its counseling points are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Most recent of
NutritionEducationSubTopic.ModifyStfpID
NutritionEducationSubTopic.ModifyDt or
NutritionEducationCounselingPoint.ModifyStfpID
NutritionEducationCounselingPoint.ModifyDt</td></tr>
</table>

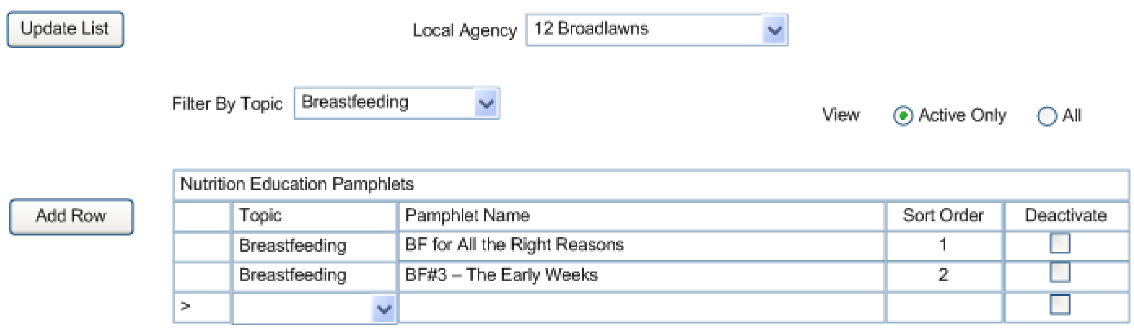
Business Rules
1. Display an error if the sub-topic counseling point is not unique.

Developer Notes
1.

12 NE Topics and Pamphlets

The NE Topics and Pamphlets screen allows the local agencies to define their pamphlets, to associate pamphlets with nutrition education topics, indicate if a pamphlet will be used in the LA, and determine the order they are displayed on the Nutrition Education screen. Additionally, there is an ability to pull new pamphlets when they are introduced by the state's distribution center (defined in the Operations DFDDs) to the local agency listing. The user then decides whether they will be used by their clinics and if so, what topic and sort order to place them into.

> Clinic Services Administration > NE Topics and Pamphlets



Control	Description	
Update List	Clicking the Update List button allows the local agency to bring into their list any new pamphlets that were introduced by the state's distribution center. This is done by a text comparison of what is already defined for the local agency. Any new ones are added to the grid with the topic and the sort order being blank. If the local agency wishes to make them available to their clinics, they will pick a category and adjust the sort order. If the local agency does not wishes to make them available to their clinics, they will check the deactivate checkbox.	
	Type	Command Button
	Hot Key	Alt + L
Local Agency	The Agency list box lists all current WIC agencies in the state.	
	Type	List Box
	Required	Yes
	Format	Agency ID and Name
	Code ID	LocalAgency table lookup (no statewide)
Filter By Topic	The Filter By Topic list box allows the user to filter the list found in the grid by the active NE topics.	
	Type	List Box
	Required	No
	Code ID	NutritionEducationTopic table lookup
View: Active Only	This shows only active rows in the Nutrition Education Pamphlets grid.	
	Type	Radio Button
	Required	Yes, either Active Only or All
	DB Column	NA
View: All	This shows all (active and deactivated) rows in the Nutrition Education Pamphlets grid.	
	Type	Radio Button
	Required	Yes, either Active Only or All
	DB Column	NA
Add Row	Clicking the Add Row command button creates a blank row in the grid for another local agency pamphlet to be entered in the grid.	
	Type	Command Button
	Hot Key	Alt + A

Control	Description			
Nutrition Education Pamphlets	The nutrition education pamphlets grid shows all the nutrition education pamphlets that are defined for the local agency.			
	Type	Data Grid		
	Display	No		
Topic	The Topic list box allows the user to select the topic that the pamphlet is associated with.			
	Type	List Box		
	Required	Yes		
	Code ID	NutritionEducationTopic table lookup		
Pamphlet Name	The textual description of the pamphlet. This is the text displayed on the Nutrition Education screen.			
	Type	Text box		
	Required	Yes		
	Length	65		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationPamphlet.Name		
Sort Order	The sort order of the pamphlets. This determines the display order of the pamphlets within the topic on the nutrition education screen.			
	Type	Text box		
	Required	Yes		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationPamphlet.DisplaySeqNr		
Deactivate	A check box is used to indicate a Nutrition Education pamphlet is unavailable to this local agency.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	NutritionEducationPamphlet.Status		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">NutritionEducationPamphlet.ModifyStfpID +
NutritionEducationPamphlet.ModifyDt</td></tr>
</table>

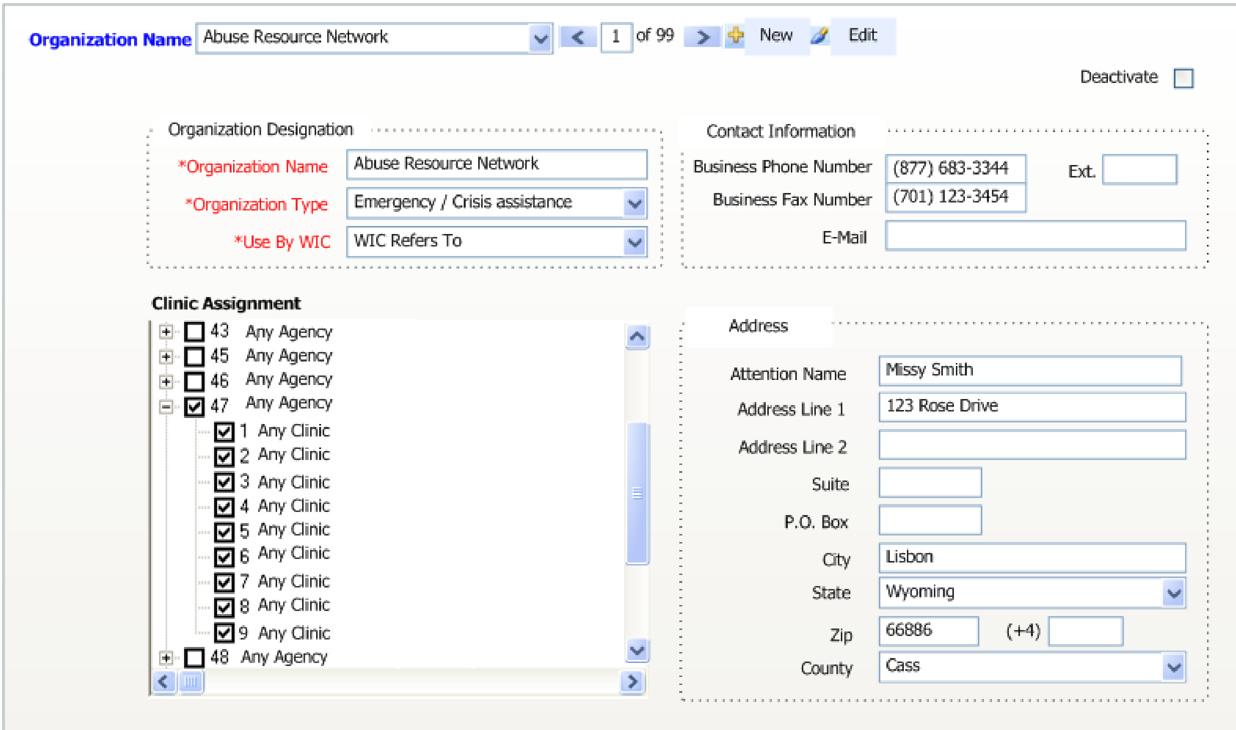
Business Rules
1. The Update List button compares all the pamphlet rows in the state’s non-serialized inventory table (category type of Pamphlet) to the local agency’s NE pamphlets table based on an exact text comparison. Any new ones found from the inventory table are added to the grid with the Topic and the Sort Order being blank and the Deactivate checkbox unchecked. The Filter By Topic is blanked. 2. Display an error if the pamphlet name is not unique within a topic. Pamphlet names can be duplicate if the topic is different (this is how a pamphlet is placed into multiple topics). 3. The Active pamphlets are displayed on the Nutrition Education screen under Pamphlets Provided.

Developer Notes
1.

13 Organizations

The Organizations screen is used to add, edit, or view referral and outreach organizations to the referral and outreach lists for a specific agency. Contact Information and Address information are on this screen. It is also where an organization is designated as an outreach organization, a referral organization, or both.

> Clinic Services Administration > Organizations



<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="3">New</td><td colspan="4">Clicking the New command button opens up a blank organization record. All data fields on the Contact Info and Address tabs are cleared, and default values are set. The cursor is on the Organization Name field.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + N</td></tr>
<tr><td rowspan="3">Edit</td><td colspan="4">Clicking the Edit command button enables all data fields on the Contact Info and Address tabs for editing.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + T</td></tr>
<tr><td rowspan="4">Organization Name</td><td colspan="4">The Organization Name record selector lists all external organizations that the selected Agency can refer a family to as well as all external organizations that the selected Agency can perform outreach activities with. The list contains the names of all statewide organizations, plus the names of all specific organizations that have been identified by the Local Agency. The list is filtered to display only those organizations that the agency identified in the Agency control can refer to or involve in outreach activities. Sort alphabetically.</td></tr>
<tr><td>Type</td><td colspan="3">Record Selector</td></tr>
<tr><td>Contents</td><td colspan="3">Referral and Outreach Organizations</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.Name</td></tr>
<tr><td rowspan="4">Deactivate</td><td colspan="4">A check box used to indicate an organization is no longer active. Deactivated organizations are not displayed in referral or outreach lists..</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.Status</td></tr>
<tr><td rowspan="7">Organization Designation - Organization Name</td><td colspan="4">The name of the referral or outreach organization.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">50</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.Name</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="5">Organization Designation - Organization Type</td><td colspan="4">The general category or type of external organization that the organization is.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.OrganizationTypeCd</td></tr>
<tr><td>Code ID</td><td colspan="3">Organization Type</td></tr>
<tr><td rowspan="5">Organization Designation – Use By WIC</td><td colspan="4">This indicates how WIC utilizes this organization.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.WICUseCd</td></tr>
<tr><td>Code ID</td><td colspan="3">WIC Use Cd
This code element is non-editable.
The installed values are:
Outreach
WIC Refers To
Outreach and Refers To</td></tr>
<tr><td rowspan="7">Contact Information - Business Phone Number</td><td colspan="4">The organization's 10-digit phone number, including area code.
The first field is the area code.
The second field is the phone number. Values cannot be keyed into the phone number field until an area code is keyed into the first field.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">10</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric and Complete, Mask of (999) 999-9999</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.BusinessAreaCd +
Organization.BusinessPhoneNr</td></tr>
</table>

Control	Description			
Contact Information - Ext.	The organization's phone extension number.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	Numeric, Mask of 99999		
	Display Only	No	**Calculated**	No
	DB Column	Organization.BusinessPhoneExt		
Contact Information - Business Fax Number	The organization's 10-digit Fax number, including area code. The first field is the area code. The second field is the Fax number. Values cannot be keyed into the Fax number field until an area code is keyed into the first field.			
	Type	Text Box		
	Required	No		
	Length	10		
	Validation	Numeric and Complete, Mask of (999) 999-9999		
	Display Only	No	**Calculated**	No
	DB Column	Organization.FaxAreaCd + Organization.FaxPhoneNr		
Contact Information – E-Mail Address	The e-mail address of the organization. The address must contain [@] and [.].			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	Mask of xxx@xxx.xxx		
	Display Only	No	**Calculated**	No
	DB Column	Organization.EmailAddress		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="4">Clinic Assignment</td><td colspan="4">A tree view diagram of all active agencies and clinics. The agencies and clinics the selected user has access rights to are checked in the tree view. When a user checks an agency, all clinics associated with the agency are checked.</td></tr>
<tr><td>Type</td><td colspan="3">Data Grid (tree view) with checkboxes</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Clinic.FFLocalAgencyID
LocalAgency.Name
Clinic.FFClinicID
Clinic.Name</td></tr>
<tr><td rowspan="7">Address – Attention Name</td><td colspan="4">The name of the organization’s contact person. Used in label making if needed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">65</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.AttentionNm</td></tr>
<tr><td rowspan="7">Address - Address Line 1</td><td colspan="4">The first line of the organization’s address. Either Address Line 1 must contain a value or P.O. Box must contain a value to have a valid address.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes – If no data in PO Box</td></tr>
<tr><td>Length</td><td colspan="3">30</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.StreetAddrLine1</td></tr>
<tr><td rowspan="7">Address - Address Line 2</td><td colspan="4">The second, optional line of the organization’s address.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">30</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.StreetAddrLine2</td></tr>
</table>

Control	Description			
Address - Suite	The suite number of the organization's address.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	Organization.Suite		
Address - P.O. Box	The post office box number of the organization's address. Either Address Line 1 must contain a value or P.O. Box must contain a value in order to have a valid mailing address.			
	Type	Text Box		
	Required	Yes – If no data in address line 1		
	Length	5		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	Organization.POBox		
Address - City	The city component of the organization's address. The City must be valid for the value entered in ZIP Code. When a ZIP Code is entered, and no value exists in the City, City is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible City value, the choices are displayed to the user who must select the correct value.			
	Type	Text Box		
	Required	Yes		
	Length	30		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	Organization.City		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="6">Address - State</td><td colspan="4">The State field identifies the state of the organization’s address. The State field displays the WIC Program's state, by default. The user may open the drop-down list and select a different state, if necessary. To select a code, open the list by clicking on the down arrow, then click on a code value. Alternatively, a code may be keyed directly into the field. Only code values on the list may be keyed directly</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.State</td></tr>
<tr><td>Code ID</td><td colspan="3">State table lookup</td></tr>
<tr><td rowspan="7">Address - Zip Code</td><td colspan="4">The 5-digit zip code of the organization’s address. The ZIP Code must be valid for the value entered in State. When a ZIP Code is entered, and no value exists in the City State and/or County fields, those fields are automatically populated based on the ZIP Code. If a ZIP Code has more than one possible City and/or County value, the possible choices are displayed to the user who must select the correct value.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">5</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric and Complete</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.Zipcode</td></tr>
<tr><td rowspan="7">Address - (+4)</td><td colspan="4">The optional, 4-digit ZIP Code extension of the organization’s address.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">4</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric and Complete</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.ZipPlus4</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="6">Address - County</td><td colspan="4">The county where the organization’s office is located. The County must be valid for the value entered in ZIP Code.
When a ZIP Code is entered, and no value exists in the County, County is automatically populated based on the ZIP Code value. If a ZIP Code has more than one possible County value, the possible choices are displayed to the user who must select the correct value.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.CountyNm</td></tr>
<tr><td>Code ID</td><td colspan="3">County table lookup</td></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the organization contact record are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Organization.ModifyStfpID
Organization.ModifyDt</td></tr>
</table>

Business Rules
1. If "Outreach" or "Outreach and Refer To" is selected for “Use By WIC”, the organization appears in the listing for Outreach Organizations on the Family screen. If "WIC Refers To" or "Outreach and Refer To" is selected, the organization would appear in the Referrals Organization listing on the Referrals - Family and Referrals - Participant screens. 2. When the address is used on a letter or label, Attention Name, if one exists, appears on a separate address line in the form Attn: [Attention Name]. 3. Multiple clinics can be associated with a single organization. 4. When a user checks an agency, all clinics associated with the agency are checked. 5. When a user unchecks an agency, all clinics associated with the agency are unchecked. 6. At least one clinic must be associated with an organization. 7. Remove clinic association when user deactivates a referral organization. 8. If the system parameter, System.DefaultAreaCode, contains a value, that value is populated into the area code field by default (phone and fax numbers).

Developer Notes
1. The organization list is filtered to only the organizations assigned to the current user's agency. State administrators will see all organizations in the system. 2. Tab order for address should go from Address Line 2 to the zip code field, then to Suite, PO Box, City (then continuing using standard tabbing sequencing). This tab order will allow the user to use the automatic zip code database that is incorporated in the data system. When more than one city or county is covered by the entered zip code, a pop-up presents all cities or counties covered by the zip code for the user to select the appropriate zip code. 3. More than one agency can refer to the same organization, but an organization record must be for created for each agency.

System Parameter	Purpose	Format
System.DefaultAreaCode	Provides the statewide area code. This parameter is used if a state has only one area code. If the Default Area Code parameter contains a value, the area code field on every screen which has a family, participant, local agency, clinic, vendor, or referral organization phone number is autopopulated with the Default Area Code value.	Character

14 Other Program Participation

Participants may be participating in a variety of programs in the community, including WIC. Some of the programs are nutrition programs, while others are not. The state office defines Other Program Participation for which they request that local staff collect data. Participation in one of the "Other Programs" in no way affects Adjunct Eligibility. Any "Other Program" that is designated as a nutrition program can be displayed in the Starters text box at the bottom of the main panel of the interview screen in conjunction with the food security questions in the interview.

> Clinic Services Administration > Other Program Participation

View ◯ Active Only ◉ All

Add Row

Other Program Participation Programs

	Program Name	Nutrition Program	Sort Order	Deactivate
>	AEA	☐	1	☐
	Stork's Nest	☐	7	☐
	EFNEP	☑	3	☐
	F/R Lunch	☑	5	☐
	Head Start	☑	2	☐
	Parents as Teachers	☐	8	☐
	SHARE	☑	6	☐
	MH/CH	☐	4	☐
	CHSC	☐	2	☑

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="4">View: Active Only</td><td colspan="4">This shows only active rows in the Other Program Participation Programs grid. This radio button is selected by default when coming onto the screen.</td></tr>
<tr><td>Type</td><td colspan="3">Radio Button</td></tr>
<tr><td>Required</td><td colspan="3">Yes, either Active Only or All</td></tr>
<tr><td>DB Column</td><td colspan="3">NA</td></tr>
<tr><td rowspan="4">View: All</td><td colspan="4">This shows only all (active and deactivated) rows in the Other Program Participation Programs grid.</td></tr>
<tr><td>Type</td><td colspan="3">Radio Button</td></tr>
<tr><td>Required</td><td colspan="3">Yes, either Active Only or All</td></tr>
<tr><td>DB Column</td><td colspan="3">NA</td></tr>
<tr><td rowspan="3">Add Row</td><td colspan="4">Clicking the Add Row command button creates a blank row at the bottom of the grid for another program name to be entered in the grid.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + A</td></tr>
<tr><td rowspan="3">Other Program Participation Programs</td><td colspan="4">The Other Program Participation Programs grid shows all the programs defined by the state office that appear in the Other Programs group box on the Identity screen.</td></tr>
<tr><td>Type</td><td colspan="3">Data Grid</td></tr>
<tr><td>Display</td><td colspan="3">No</td></tr>
<tr><td rowspan="7">Other Program Participation Programs - Program Name</td><td colspan="4">The textual description of the program. This is the text displayed on the Identity screen.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">65</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ProgramType.Name</td></tr>
<tr><td rowspan="4">Other Program Participation Programs - Nutrition Program</td><td colspan="4">A check box indicating that this program is a nutrition program. Programs designated as Nutrition programs, when selected for a specific participant are displayed in the Starters area of the Interview related to Nutrition Practices.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ProgramType.NutritionIn</td></tr>
</table>

Control	Description			
Other Program Participation Programs - Sort Order	The sort order of the programs. This determines the display order of the programs within the group box on the Identity screen. This determines the display order of the programs within the group box. There are multiple columns of programs in the group box. The sort order is left to right top row, left to right next row, etc.			
	Type	Text box		
	Required	Yes		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	ProgramType.DisplaySeqNr		
Other Program Participation Programs -Deactivate	A check box indicates the Program is no longer active as an Other Program Participation selection. Deactivated Programs are not displayed on the Identity or Interview screens.			
	Type	Checkbox		
	Display Only	No	**Calculated**	No
	DB Column	ProgramType.Status		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the educator record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	**Calculated**	No
	DB Column	ProgramType.ModifyStfpID + ProgramType.ModifyDt		

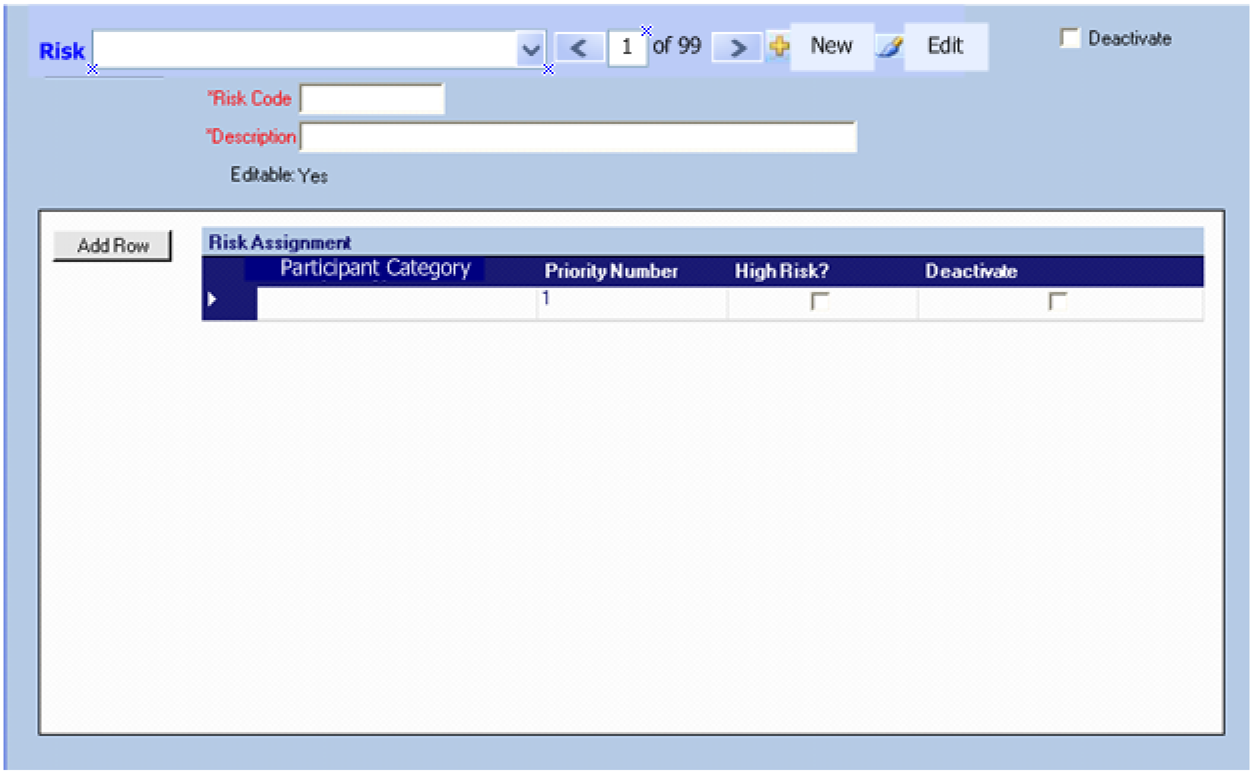
Business Rules
1.

Developer Notes
1.

15 Risk Codes

The Risk Codes screen allows the user to create and edit risk codes.

> Clinic Services Administration > Risk Codes



<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="4">Risk</td><td colspan="4">This is the record selector for the Nutritional Risk records.</td></tr>
<tr><td>Type</td><td colspan="3">Record Selector</td></tr>
<tr><td>Contents</td><td colspan="3">Nutritional Risk Records</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCode.Name</td></tr>
<tr><td rowspan="7">Risk Code</td><td colspan="4">The numeric risk code.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">4</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes if Editable = No; No if Editable = Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCode.ParticipantRiskCd</td></tr>
<tr><td rowspan="7">Description</td><td colspan="4">The text description of the risk. This is what is displayed on the nutrition interviews and on the risk screen.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">50</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes if Editable = No; No if Editable = Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCode.Name</td></tr>
<tr><td rowspan="7">Editable</td><td colspan="4">Indicates if the risk can be edited. Default to “Yes” for new records.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">1</td></tr>
<tr><td>Validation</td><td colspan="3">1 Displays as Yes; 0 Displays as No</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCode.CanEditIn</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="3">New</td><td colspan="4">Clicking the New command button clears all data fields on the Risk Codes screen fields and fields are made editable.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + N</td></tr>
<tr><td rowspan="3">Edit</td><td colspan="4">Clicking the Edit command button enables all data fields on the Risk Codes screen for editing.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + T</td></tr>
<tr><td rowspan="3">Deactivate</td><td colspan="4">A check box to indicate the risk code is no longer active. Deactivated risk codes are not displayed on the Risk Codes screen and are not functional elsewhere in the system.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCode.Status</td></tr>
<tr><td rowspan="2">Risk Assignment</td><td colspan="4">The Risk Codes data grid is where individual risks are added, edited, and deactivated.</td></tr>
<tr><td>Type</td><td colspan="3">Data Grid</td></tr>
<tr><td rowspan="5">Risk Assignment -
Participant category</td><td colspan="4">The participant category that the risk code is assigned to.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCodePriority.ParticipantTypeCd</td></tr>
<tr><td>Code ID</td><td colspan="3">Part Type Code</td></tr>
<tr><td rowspan="7">Risk Assignment - Priority Number</td><td colspan="4">A number from 1 to 7 that identifies the priority of the participant to receive WIC benefits based on nutrition risk, 1 being the most at-risk value. This correlates to the priority indicator in Clinic Services. Defaults to 1.</td></tr>
<tr><td>Type</td><td colspan="3">Up/Down</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric, Range 1-7</td></tr>
<tr><td>Display Only</td><td>No if Editable = No or New Record being added</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCodePriority.RiskPrtyNr</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="4">Risk Assignment - High Risk?</td><td colspan="4">A check box to indicate the risk is considered high risk. This correlates to the high risk indicator in Clinic Services.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCodePriority.HighRiskIn</td></tr>
<tr><td rowspan="4">Risk Assignment - Deactivate</td><td colspan="4">A check box used to indicate a risk assignment is no longer active.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">ParticipantRiskCodePriority.Status</td></tr>
<tr><td rowspan="3">Add Row</td><td colspan="4">Clicking the Add Row button opens up a blank row in the grid for editing.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + A</td></tr>
</table>

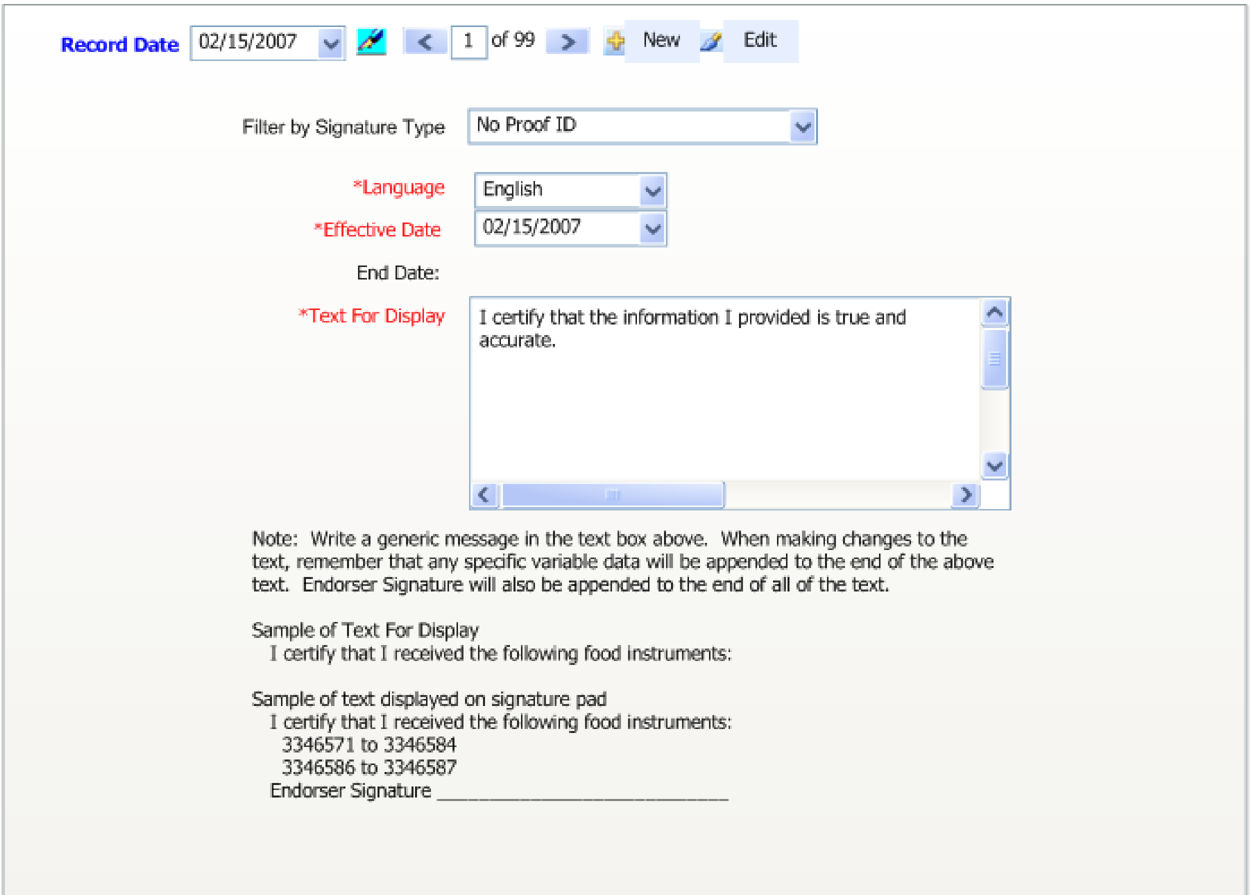
Business Rules
1. Each risk code must be unique.
2. Participant Category and Priority number combination must be unique for active risks.
3. When New button is clicked, user can edit Risk Code and Description fields.

Developer Notes
1.

16 Signature Pad Text

This screen allows the user to modify the generic message for the signature pad text for each type of signature.

> Clinic Services Administration > Signature Pad Text



Control	Description	
New	Clicking the New button causes the filter field to be cleared, sets the Record Date to today's date and sets the Effective Date to today's date. All other fields are cleared.	
	Type	Command Button
	Hot Key	Alt + N
Edit	Clicking the Edit button causes the fields on the Signature Pad Text screen to be editable.	
	Type	Command Button
	Hot Key	Alt + T
Filter by Signature Type	This is the record selector for the signature types that are collected in the application. The drop-down and spin control allow selection of other signatures.	
	Type	Record Selector (Non-Date)
	Contents	Signatures
	DB Column	SignaturePadPrompt.SignatureTypeCd
Record Date	This is the record selector for dates of the signatures. It contains the dates when signature pad records were created. The drop-down and spin control allow selection of historical Signature Pad Text records.	
	Type	Record Selector (Date)
	Contents	Formatted dates, mm/dd/yyyy
	DB Column	SignaturePadPrompt.RecordedDt
Language	Indicates the language of the signature pad text.	
	Type	List Box
	Required	Yes
	DB Column	SignaturePadPrompt.OutputLanguageCd
	Code ID	Output Language This code element is non-editable. The installed values are: Spanish English

Control	Description			
Effective Date	This is the date that a specific signature text became effective. When the New button is clicked, the Effective Date is set automatically to today's date. It can be updated to a different date.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	**Calculated**	No
	DB Column	SignaturePadPrompt.EffectiveDt		
End Date	This is the date that a specific signature text stopped being effective. When a specific signature (signature type and language) already exists, and the New button is clicked, the End Date of the signature is automatically set to today's date minus 1 day.			
	Type	Text Box		
	Required	Yes, if a new signature record of the same type and language is created		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	**Calculated**	No
	DB Column	SignaturePadPrompt.EndDt		
Text for Display	This is the actual text to be displayed on the signature pad and to the user when a signature capture is requested. There may be times when variables should also be displayed. When that is the case, business rules related to that specific signature capture define where this text is displayed in relation to the variable text.			
	Type	Text Box		
	Required	Yes		
	Length	500		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	SignaturePadPrompt.DisplayText		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7"><Last Modified By User and Date></td><td colspan="4">In the lower right-hand corner, the user and the date of the last update of the signature pad text record are displayed.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>Length</td><td colspan="3">NA</td></tr>
<tr><td>Validation</td><td colspan="3">Mask of ‘firstname lastname mm/dd/yyyy’</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">SignaturePadPrompt.ModifyStfpID + SignaturePadPrompt.ModifyDt</td></tr>
</table>

Business Rules

1. The following signatures are collected in the application. These values will appear in the record selector.
   - No Proof of ID
   - No Proof of Residency or Income
   - Rights and Responsibilities
   - Receipt of Food Instruments (paper FIs)
   - Release of Information
   - Breastfeeding Equipment Release
   - Lost/Stolen Food Instruments
   - Participant Sanction
   - Hot Card
2. Only 1 signature pad text can be effective for the identical type and language at one time.
3. If user clicks on Edit after a Save or the use of the specific signature text, then only enable the end date.

Developer Notes

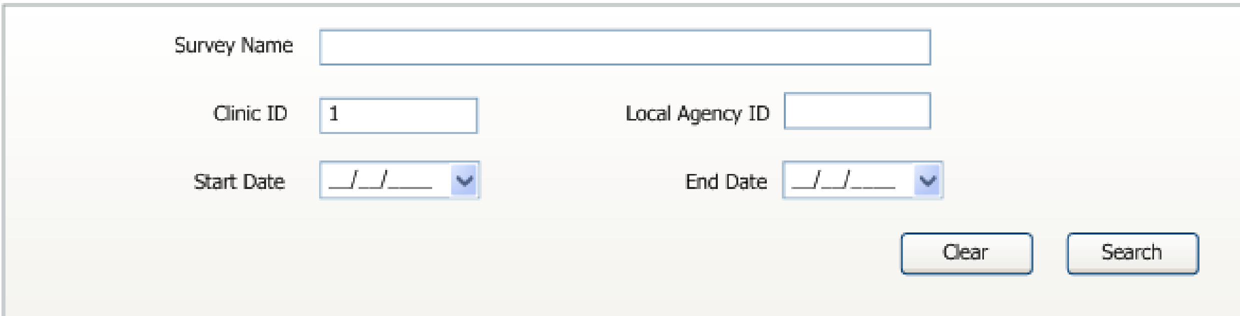
1.

17 Surveys

17.1 Search

The Survey search screen is used to search for a survey. When criteria are entered and the Search button is clicked, the database is searched for all surveys that match the criteria. The Clear button is used as a quick way to remove all search criteria as well as to clear the search results from the search results screen.

> Clinic Services Administration > Surveys > Search



Control	Description			
Survey Name	The name of the survey to use in the search.			
	Type	Text Box		
	Required	No		
	Length	50		
	Validation	NA		
	Display Only	No	**Calculated**	No
	DB Column	Survey.TitleDc		
Clinic ID	The ID of the clinic to which the survey is available to use in the search.			
	Type	Text Box		
	Required	No		
	Length	Integer 5		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	Survey.Cln_ID		
Local Agency ID	The ID of the local agency to which the survey is available to use in the search.			
	Type	Text Box		
	Required	No		
	Length	Integer 2		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	Survey.LA_ID		
Start Date	The date the selected survey becomes available to use in the search.			
	Type	Date Picker		
	Required	No		
	Display Only	No	**Calculated**	No
	DB Column	Survey.BeginDt		
End Date	The date the selected survey becomes unavailable to use in the search.			
	Type	Date Picker		
	Required	No		
	Display Only	No	**Calculated**	No
	DB Column	Survey.EndDt		

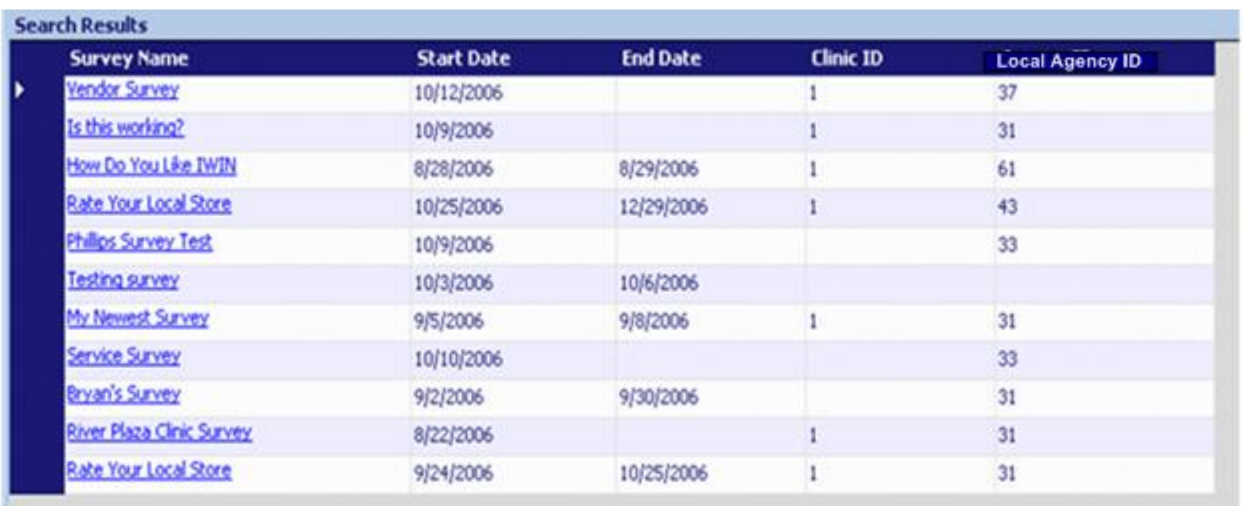
Control	Description	
Search	Clicking the Search command button executes a search using the criteria provided. If more than one search criterion is entered the criteria are joined by "and(s)" in the search statement.	
	Type	Command Button
	Hot Key	Alt + S
Clear	When clicked, the Clear command button is used to clear all search criteria and the results in preparation for another search.	
	Type	Command Button
	Hot Key	Alt + L

Business Rules
1.

Developer Notes
1.

17.1.1 Search Results

The search results displays a listing of all surveys that match the criteria entered in the search.



Search Results

Survey Name	Start Date	End Date	Clinic ID	Local Agency ID
Vendor Survey	10/12/2006		1	37
Is this working?	10/9/2006		1	31
How Do You Like IWIN	8/28/2006	8/29/2006	1	61
Rate Your Local Store	10/25/2006	12/29/2006	1	43
Phillips Survey Test	10/9/2006			33
Testing survey	10/3/2006	10/6/2006		
My Newest Survey	9/5/2006	9/8/2006	1	31
Service Survey	10/10/2006			33
Bryan's Survey	9/2/2006	9/30/2006		31
River Plaza Clinic Survey	8/22/2006		1	31
Rate Your Local Store	9/24/2006	10/25/2006	1	31

Control	Description			
Search Results	The Search Results grid displays the results, if any, of a completed search. The sort sequence of the Search Results grid is alphabetical by Survey Name, Agency and Clinic.			
	Type	Read-only Data Grid		
	DB Column	Survey		
Search Results - Survey Name	A hyperlink to the Survey Administration screen.			
	Type	Link		
Search Results - Start Date	The date the selected survey becomes available to use in the search.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	**Calculated**	No
	DB Column	Survey.BeginDt		
Search Results - End Date	The date the selected survey becomes available to use in the search.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	Mask of mm/dd/yyyy		
	Display Only	Yes	**Calculated**	No
	DB Column	Survey.EndDt		
Search Results - Clinic ID	The ID of the clinic to which the survey is available.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	**Calculated**	No
	DB Column	Survey.Cln_ID		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7">Search Results – Local Agency ID</td><td colspan="4">The ID of the local agency to which the survey is available to use in the search.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">2</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Survey.LA_ID</td></tr>
</table>

Business Rules
1. The absence of an agency or clinic identified in the search results for a particular survey, means that the survey has state wide scope.

Developer Notes
1.

17.2 New Survey

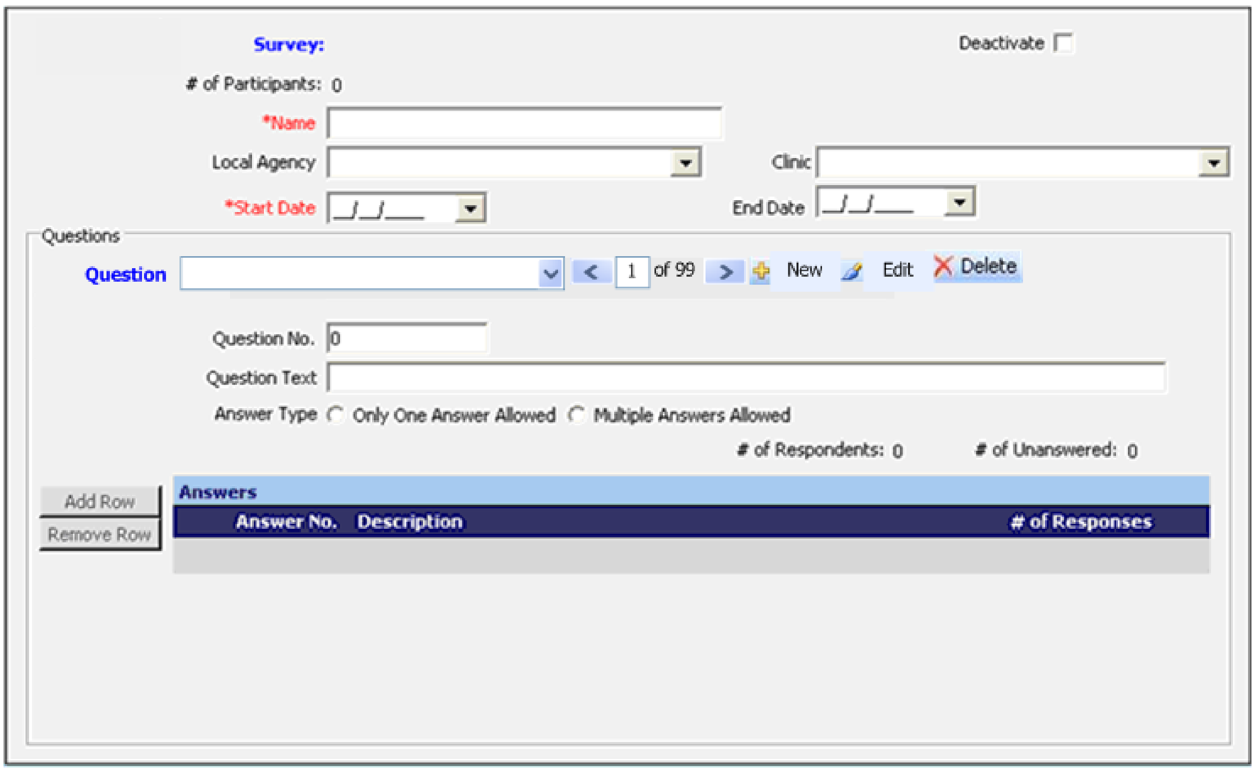
Clicking the New Survey leaf node in the System Administration navigation tree displays the Survey Administration screen described in the next section. The Survey Administration screen displays in edit mode with all fields blank when you add a new survey.

17.2.1 Survey Administration

The Survey Administration screen allows the management of the surveys, including active dates for the survey, questions, and possible responses. It also displays the number of participants that have taken the survey, the number of respondents of a particular question as well as the number of times a question was not answered within a particular survey. The Survey Administration screen is accessed from the survey name hyperlink on the search results of the survey search screen. It can also be accessed by creating a new survey.

> Clinic Services Administration > Surveys > New Survey **OR**

> Clinic Services Administration > Surveys > Search (click on a Survey Name in Search Results)



<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7">Survey</td><td colspan="4">The name of the survey.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">50</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Survey.TitleDc</td></tr>
<tr><td rowspan="4">Deactivate</td><td colspan="4">A check box used to indicate a survey is no longer active.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Survey.Status</td></tr>
<tr><td rowspan="7"># of Participants</td><td colspan="4">The number of participants in the survey.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">3</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">Not Stored</td></tr>
<tr><td rowspan="7">Name</td><td colspan="4">The name of the survey.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">50</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Survey.TitleDc</td></tr>
<tr><td rowspan="5">Local Agency</td><td colspan="4">The agency to which the selected survey is assigned. To assign the survey to more than one agency, the survey must be created separately for each agency. All clinics belonging to the selected agency are assigned the survey.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">No</td></tr>
<tr><td>DB Column</td><td colspan="3">Survey.LA_ID</td></tr>
<tr><td>Code ID</td><td colspan="3">Survey table lookup</td></tr>
</table>

Control	Description			
Clinic	The clinic to which the selected survey is assigned. To select all clinics belonging to a particular agency, select the agency. To assign the survey to more than one clinic belonging to different agencies, the survey must be created separately for each clinic.			
	Type	List Box		
	Required	No		
	DB Column	Survey.Cln_ID		
	Code ID	Survey table lookup		
Start Date	The date the selected survey becomes available.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	**Calculated**	No
	DB Column	Survey.BeginDt		
End Date	The date the selected survey becomes unavailable.			
	Type	Date Picker		
	Required	No		
	Display Only	No	**Calculated**	No
	DB Column	Survey.EndDt		
Question	The Question record selector is used to navigate through the list of all questions in the selected survey.			
	Type	Record Selector		
	Length	250		
	DB Column	Question.Qst_DC		
Question No.	The number of the question.			
	Type	Text box		
	Required	Yes		
	Length	Integer 4		
	Validation	Numeric		
	Display Only	No	**Calculated**	No
	DB Column	Question.QstNr		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="7">Question Text</td><td colspan="4">The actual question text.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">250</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Question.Qst_Dc</td></tr>
<tr><td rowspan="4">Answer Type - User Can Only Select One Answer/Multiple Answers Allowed</td><td colspan="4">If this checkbox is checked, then the answers are radio buttons with only one being active at a time. If it is not checked, then the answers are checkboxes and the user may pick more than one answer.</td></tr>
<tr><td>Type</td><td colspan="3">Checkbox</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">Question.Qst_SingleAnsIn</td></tr>
<tr><td rowspan="7"># of Respondents:</td><td colspan="4">The number of participants that responded to the selected question in the survey.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">3</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">Not stored</td></tr>
<tr><td rowspan="7"># of Unanswered:</td><td colspan="4">The number of times the selected question was not answered.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">3</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">Not stored</td></tr>
<tr><td rowspan="3">Questions - New</td><td colspan="4">Clicking the New command button is used to create a new question for the current survey. When clicked, all fields and the data grid is cleared and enabled for update. Multiple answers can be entered in the data grid.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + N</td></tr>
</table>

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="3">Questions - Edit</td><td colspan="4">Clicking the Edit command button is used to update the selected question.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + T</td></tr>
<tr><td rowspan="3">Questions - Delete</td><td colspan="4">Clicking the Delete command button deletes the selected question from the current survey. If a question is deleted, the remaining questions are not renumbered.</td></tr>
<tr><td>Type</td><td colspan="3">Command Button</td></tr>
<tr><td>Hot Key</td><td colspan="3">Alt + D</td></tr>
<tr><td rowspan="4">Answers</td><td colspan="4">One line is displayed for each answer.</td></tr>
<tr><td>Type</td><td colspan="3">Data grid</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Answer</td></tr>
<tr><td rowspan="7">Answers - Answer No.</td><td colspan="4">The number of the answer to the question.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">Integer 3</td></tr>
<tr><td>Validation</td><td colspan="3">Numeric</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Answer.Ans_Nr</td></tr>
<tr><td rowspan="7">Answers - Description</td><td colspan="4">The description of the answer.</td></tr>
<tr><td>Type</td><td colspan="3">Text Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes</td></tr>
<tr><td>Length</td><td colspan="3">50</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">Answer.AnsDc</td></tr>
<tr><td rowspan="7">Answers - # of Responses</td><td colspan="4">The number of respondents to the selected question within the survey.</td></tr>
<tr><td>Type</td><td colspan="3">Text box</td></tr>
<tr><td>Required</td><td colspan="3">NA</td></tr>
<tr><td>Length</td><td colspan="3">3</td></tr>
<tr><td>Validation</td><td colspan="3">NA</td></tr>
<tr><td>Display Only</td><td>Yes</td><td>Calculated</td><td>Yes</td></tr>
<tr><td>DB Column</td><td colspan="3">NA</td></tr>
</table>

Control	Description	
Questions - Add Row	Clicking the Add Row command button displays a blank row, with a 0 in the # of Responses.	
	Type	Command Button
	Hot Key	Alt + A
Questions - Remove Row	Clicking the Remove command button deletes the selected question from the current survey.	
	Type	Command Button
	Hot Key	Alt + R

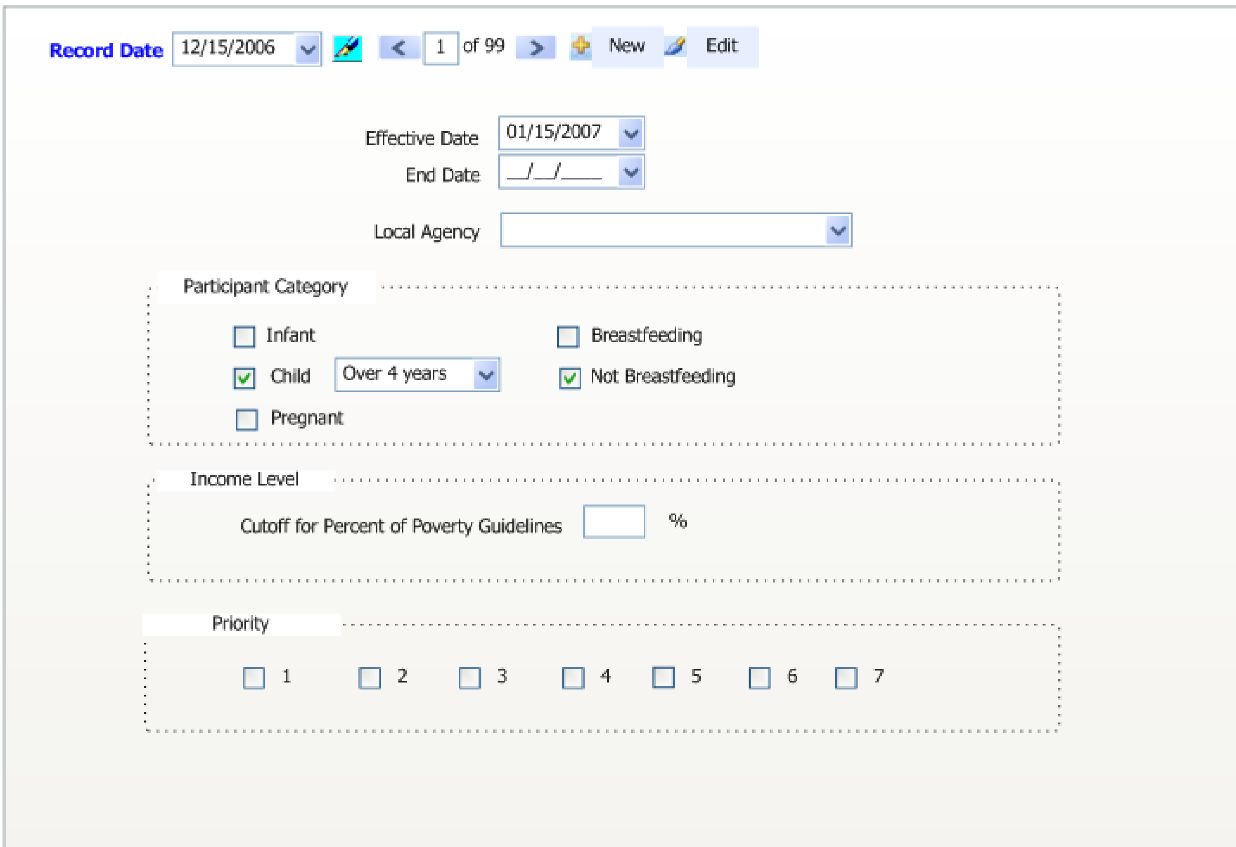
Business Rules
1. If no agency or clinic is selected when creating a new survey, the survey will have statewide scope. 2. If "User Only Select One Answer" is selected, then "Answer Type" is not required. 3. At least one question is required per survey. Display error. 4. An answer is required for each question. Display error. 5. An Answer Type is required for each Answer Text. Display error. 6. The End Date cannot precede the Start Date. Display error. 7. If a question is deleted, the remaining questions are not renumbered.

Developer Notes
1. The number of participants is the number of PartSurvey records for the selected survey where the PPartIn = 1. 2. The # of respondents is the unique number of participants that answered the particular question in the selected survey. 3. The # of unanswered is the number of questions that the respondents did not answer (number of participants - number of respondents). 4. The # of responses is the number of respondents that selected the particular answer for the selected question.

18 Waiting List

This screen is available to staff with security access to define the waiting list criteria or to deactivate waiting list criteria. It is anticipated that all Waiting List criteria will be defined at the state level, but it is possible to define criteria for a specific agency if needed. On this screen, the user can define the level of the waiting list and the specific participant categories, income levels and priorities which would be eligible for the Waiting List.

> Clinic Services Administration > Waiting List



Control	Description			
New	Clicking the New button causes a new Waiting List record to be created. The Record Date is set to today's date. The Effective Date defaults to today's date. Local Agency combo box is enabled.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit button causes the data fields to be enabled for edit.			
	Type	Command Button		
	Hot Key	Alt + T		
Record Date	This is the record selector for the Waiting List records. It contains the dates when Waiting List records were created. The drop-down and spin control allow selection of historical Waiting List records.			
	Type	Record Selector (Date)		
	Contents	Formatted dates, mm/dd/yyyy		
	DB Column	WaitListCriteria.RecordedDt		
Effective Date	This date is the date that the user wants the Waiting List criteria to become effective. This date cannot be a date in the past.			
	Type	Date Picker		
	Required	Yes		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.EffectiveDt		
End Date	This date is the date that the Waiting list criteria end. This date cannot be earlier than the Effective Date.			
	Type	Text Box		
	Required	No		
	Length	8		
	Validation	Formatted date, mm/dd/yyyy		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.EndDt		

Control	Description			
Local Agency	The Agency list box lists all current WIC agencies in the state. Only waiting lists assigned to the agency (ies) the user belongs to is/are updateable; the others are read-only. When a local agency is selected the Waiting List criteria will only affect that specific agency.			
	Type	List Box		
	Required	Yes		
	Length	50		
	Format	Agency ID-Name or [blank]-Name (for statewide)		
	DB Column	Organization.LA_ID		
	Code ID	LocalAgency table lookup		
Participant Category	Marking the Participant Category check box allows the user to check any participant categories for which the Waiting List is being established.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.ParticipantCategoryIn		
Participant Category - Infant	If this participant category is marked, then all applicants for the program or participants going through certification that are infants will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.InfantIn		
Participant Category - Child	If this participant category is marked, then all applicants for the program or participants going through certification that = Child will be eligible for the Waiting list. This category is further defined by age.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.ChildIn		

<table>
<tr><th>Control</th><th colspan="4">Description</th></tr>
<tr><td rowspan="5">Participant Category - Child</td><td colspan="4">This list box allows the Child participant category to be further broken down to allow for a subset of the category to be eligible for the waiting list.</td></tr>
<tr><td>Type</td><td colspan="3">List Box</td></tr>
<tr><td>Required</td><td colspan="3">Yes, if Child check box marked</td></tr>
<tr><td>DB Column</td><td colspan="3">WaitListCriteria.ChildAgeCd</td></tr>
<tr><td>Code ID</td><td colspan="3">Wait List Child Age
This code element is non-editable. The installed values are:
Over 2 years
Over 3 years
Over 4 years
Over 4.5 years</td></tr>
<tr><td rowspan="4">Participant Category - Pregnant</td><td colspan="4">If this participant category is marked, then all applicants for the program or participants going through certification that are Pregnant will be eligible for the Waiting list.</td></tr>
<tr><td>Type</td><td colspan="3">Check Box</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">WaitListCriteria.PregnantIn</td></tr>
<tr><td rowspan="4">Participant Category - Breastfeeding</td><td colspan="4">If this participant category is marked, then all applicants for the program or participants going through certification that are Breastfeeding will be eligible for the Waiting list.</td></tr>
<tr><td>Type</td><td colspan="3">Check Box</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">WaitListCriteria.BreastfeedingIn</td></tr>
<tr><td rowspan="4">Participant Category - Not Breastfeeding</td><td colspan="4">If this participant category is marked, then all applicants for the program or participants going through certification that are Not Breastfeeding will be eligible for the Waiting list.</td></tr>
<tr><td>Type</td><td colspan="3">Check Box</td></tr>
<tr><td>Display Only</td><td>No</td><td>Calculated</td><td>No</td></tr>
<tr><td>DB Column</td><td colspan="3">WaitListCriteria.NotBreastfeedingIn</td></tr>
</table>

Control	Description			
Income Level - Cutoff for Percent of Poverty Guidelines	The user indicates the percent of the Federal Poverty Guidelines at which the Waiting List will be started. Any incomes for an economic unit above this threshold will be eligible for the Waiting List. The application assumes that the income guidelines recorded in the System Administration portion of the system are at 185% of the Federal Poverty Guidelines. A calculation is be made against these guidelines.			
	Type	Text Box		
	Required	Yes, if Income Level is checked		
	Length	Integer 3		
	Validation	Numeric, Must be less than 185		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.IncomeLevelNr		
Priority - 1	If this priority is marked, then all applicants for the program or participants going through certification that are this priority will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.Priority1In		
Priority - 2	If this priority is marked, then all applicants for the program or participants going through certification that are this priority will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.Priority2In		
Priority - 3	If this priority is marked, then all applicants for the program or participants going through certification that are this priority will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.Priority3In		
Priority - 4	If this priority is marked, then all applicants for the program or participants going through certification that are this priority will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.Priority4In		

Control	Description			
Priority - 5	If this priority is marked, then all applicants for the program or participants going through certification that are this priority will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.Priority5In		
Priority - 6	If this priority is marked, then all applicants for the program or participants going through certification that are this priority will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.Priority6In		
Priority - 7	If this priority is marked, then all applicants for the program or participants going through certification that are this priority will be eligible for the Waiting list.			
	Type	Check Box		
	Display Only	No	**Calculated**	No
	DB Column	WaitListCriteria.Priority7In		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the waiting list record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	**Calculated**	No
	DB Column	WaitListCriteria.ModifyStfpID + WaitListCriteria.ModifyDt		

Business Rules
1. The Effective Date cannot be a date in the past. 2. If there is a currently active Waiting List record for a specific agency and the user is creating a new Waiting List record, display error. The user must deactivate the current Waiting List record before starting a new one. 3. A statewide waiting list and a local agency wait lists may be active at the same time, but the statewide waiting list takes precedence. 4. Multiple local agencies may have waiting list criteria at the same time. 5. Only one statewide waiting list record can be active at any one time. 6. When a waiting list record is created, at least one criterion must be marked before a save can be successful.

Developer Notes
1.